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Describable Item Cataloging¹

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THE first objective of any records depository, whatever its type or however it is administered, must be adequate control (both intellectual and physical) of its record holdings. The more difficult technical or professional problems that the depository must solve, whether in accessioning, arrangement and description, disposition, or reference service, relate in one way or another to the establishment of such controls. Specific purposes and techniques of control may of course vary widely according to the needs and the purpose of a particular records establishment. The specialized technique of records control described below has come to be called describable item cataloging; and its primary purpose, although it serves several, is to facilitate reference exploitation of large accumulations of records of diverse origin organized by record groups, each generally comprising numerous separately created and separately organized file series.

This system of cataloging has evolved in the Departmental Records Branch of the Adjutant General's Office, over a period of 5 years. The writer presented the idea first to the Interagency Records Administration Conference in June of 1948 in a paper entitled "Describable Item Indexing." The inspiration for this effort to develop a new and specialized cataloging system stemmed directly from a paper read by Fritz Morstein Marx of the Bureau of the Budget before the Society of American Archivists at its 1946 annual meeting. Although records management was even then "a specialization of recognized standing," it could not, Mr. Marx pointed out, "cease to exert itself in the elaboration and refinement of its working methods."

Coherence in administration can be achieved only when there is sufficiently frequent resort to the record of operations and the reasoning underneath those

¹ The term "describable item" as used in the archival sense is not of recent origin. It was used by Dallas D. Irvine of the National Archives as much as a decade ago to refer to components of a record group or subgroup that warranted, or were susceptible of, separate description as units.

decisions that govern policy. Record officers are called upon to furnish a reference service to line and staff officials comparable to that rendered the scholar by the library. Development of such reference service will further raise the sights of record management.

As modern administration is necessarily a complicated process, so record management is a complex and highly technical activity. Yet those in charge of records have an important part in helping the administrator attain the purposes of responsible management. Together with other staff services available to the government executive, record officers can help him to exercise his functions with insight and wisdom. They are the custodians of the evidence of the agency's thought and action.²

The challenge to develop a new cataloging system had its basis not only in problems immediately at hand, but in:

(1) Criticism by historians to the effect that our filing systems, while reasonably adequate for identifying specific transactions, nevertheless do not lend themselves to exploitation on a broad subject basis.³ (This is particularly true in complex organizational structures such as the Defense Establishment, where two or more military departments, and many elements of each, are concerned with policy formulation and implementation in the same field of activity, subject matter, or functional area.)

(2) Failure of new archivists and new archival establishments to produce the "proliferation" of catalogs, calendars, inventories, and indexes needed to exploit large collections of modern records.⁴

(3) The contention by some archivists that the techniques of the librarian for controlling the location and to some degree indicating the subject content of a book through the medium of a catalog card are not applicable to organized files or their components: the case, the dossier, the folder, or the document.⁵

(4) The successful use of cataloging techniques in work with records and manuscripts when such work is done on an individual document basis (generally, however, restricted to relatively small document or manuscript collections).⁶

² Fritz Morstein Marx, "The Role of Records in Administration," *American Archivist*, 10:241-248 (July 1947).

³ E. g., the comments of Harry Yoshpe, unpublished, before the Society of American Archivists at its 1946 annual meeting.

⁴ Morris L. Radoff, "A Guide to Practical Calendaring," *American Archivist*, 11:123-140 (Apr. 1948).

⁵ Cf. Herman Kahn, "Librarians and Archivists—Some Aspects of Their Partnership," *American Archivist*, 8:243-251 (Oct. 1944).

⁶ Cf. Dorothy V. Martin, "Use of Cataloging Techniques in Work With Records and Manuscripts" (Historical Records Section, Departmental Records Branch, *Seminar Paper* No. 1), Apr. 11, 1949. This paper is a reproduction of a lecture presented at the fourth intensive training program in the preservation and administration of archives, offered by the American University in cooperation with the National Archives and the Maryland Hall of Records, and repeated before the Historical Records Section Seminar on Feb. 17, 1949.

REFERENCE PROBLEMS IN THE DEPARTMENTAL
RECORDS BRANCH

The reference service program of the Departmental Records Branch, involving thousands of inquiries each month, includes such major tasks as exploring the masses of records on broad subjects of research interest to the Defense Department's many staff and operating agencies; searching for specific documents needed by such agencies; providing photocopies, typewritten excerpts, or (rarely) factual summaries or interpretations of specific documents; consulting with researchers; and otherwise promoting the full and most effective utilization by the Defense Department of the military's recent past experience as revealed in the voluminous records accumulated during and after World War II — of the Army, the Air Force, the Office of the Secretary of Defense and associated joint boards and staffs, and related agencies. Services are rendered at the search rooms, by loans, by telephone consultation, in writing, or by photoduplication.

The records of the recent past, although already retired from the many current file rooms where they accumulated, have, of course, the widest variety of applications to current combat and noncombat problems. No period of the military establishment's long history is without at least some specific practical significance for the solution of current military problems. But it is in records of the intermediate period (corresponding to the concept of the intermediate records depository, i.e., intermediate between the current file room and the National Archives) that the Defense Department's use of its past experience becomes most profitable and most vital and can be achieved on the most extensive scale and with the greatest economy and efficiency.

The accomplishment of the reference service program of the Departmental Records Branch depends directly on the success of the depository's other programs: partly on the success of the accessions program in achieving the centralized concentration, orderly preservation, and physical protection of the records of the many defense agencies served by the depository; partly on the success of the analysis and description program in adequately identifying, organizing, and evaluating the many record groups, record series, and file items so that the pertinent ones can be found as economically, rapidly, and effectively as possible; and partly on the success of the disposal program in discarding useless material.

In addition, however, other difficulties need to be surmounted for effective reference service. Unfortunately, the researcher being

served by the Departmental Records Branch can only rarely supply an exact citation that provides an immediate locator identification of the file item needed; and only in these few cases is the depository's service to him an automatic, routine, and clerical process, as it usually is in handling administrative transaction cases. Research cases present different problems. Sometimes the inquirer provides a set of clues that may range in adequacy from the very general to the reasonably specific. Sometimes, especially if an important continuing research project is involved, the clues may emerge only after the researcher's own hypotheses and research objectives have developed through his general exploration of the published and unpublished records finding mediums. In rare cases, an inquirer may decline to supply enough clues to depository reference personnel because of unusual security restrictions on his objective or because of his intellectual habits of independent, unassisted research. Moreover, occasionally a potential user does not even know that there is a depository to which he may direct an inquiry. All of these problems require the best consultative assistance that the depository's reference personnel can muster and the most effective dissemination techniques that the depository can employ, all in order to bring the proper document promptly to the researcher and thus help the Defense Department apply the proper item of "past experience" at the right time and to the particular situation at hand.

The catalog is the medium through which our depository attempts to synthesize its intellectual controls for the benefit of our own staff and our clientele. It is the key to the records series in our custody as well as to all our finding aids, to our reference library, and in many cases to file items of exceptional significance. Individual skill and knowledge of the content and arrangement of particular file series can never be dispensed with, but the describable item catalog is as essential to this records depository as a catalog is to a library.

INSTALLATION OF THE CATALOG SYSTEM

Describable item cataloging was begun in the Departmental Records Branch late in 1947. Before that time its records holdings, aggregating more than 1,500 separately organized file series comprising 150,000 linear feet of records in some 3,000 distinct accessions, were controlled in accordance with accepted archival procedure; that is, by record groups designated to include the records created and/or retired by major offices, agencies, services, bureaus, and command headquarters. The procedure followed before the cataloging system was adopted was as follows:

(1) Accessions documents, including a formal records transfer agreement, containing general descriptions of the bodies of records transferred, were maintained and filed according to a job or transaction control system, which was keyed to the record group control by means of a register and hierarchically arranged job control cards, individually typed in one copy. (The records transfer agreements were prepared coincident with the receipt of records.)

(2) Series identification sheets, patterned after the initial series identification procedure of the National Archives, were prepared as soon after the receipt of records as possible, depending on the backlog of work and the availability of trained personnel. The series identifications also were controlled and filed by record group. They were prepared in order to help evaluate records for disposal and to supplement descriptive data on record holdings at the series level.

(3) The information contained in the records transfer agreements, supplemented by information contained on the series identification sheets, was assembled periodically in a mimeographed guide, which presented in orderly arrangement, by record group, the noncurrent record holdings of the depository as of a given date. This guide was indexed alphabetically by name of organizational unit and by subject matter. It was an accepted type of finding aid for listing record holdings. (One such guide, with both organizational and subject matter index, was prepared by the Departmental Records Branch, under the title "Noncurrent Record Holdings of the War Department Records Branch, Records Division, AGO, as of 1 January 1946." Two previous guides, similarly prepared but without subject indexes, were issued as of October 1, 1944, and July 1, 1945.)

With the introduction of the cataloging plan, steps 1 and 2 above were retained. Only step 3 was changed; the describable item catalog took the place of the mimeographed guide.

FORMAT AND REPRODUCTION OF CARDS

The format of the 5" x 8" item cards comprising the catalog follows that of the standard 3" x 5" card used in library cataloging (see Exhibits I and II, below). The line for the author or agency of origin entry is at least 7 spaces below the top margin of the master card to facilitate the typing of subject headings above it on the added entry cards. It is indented 18 spaces from the left edge of the card to provide space for the file symbols and location data, which appear in the upper left margin without crowding. The line for the title entry is indented 5 spaces to the right and is 2 spaces below the author or agency entry. If the item has a title, the description of the contents of the item begins on a line 2 spaces directly below the title. If the item has no title, as in the description of some file series or components of series, the description begins on the title line. The 5" x 8"

card affords up to 14 lines for descriptive material, including the entry. Six lines are reserved for subject cross-references. Normally, these begin 11 spaces above the bottom edge of the card and are indented in the same manner as the description or title of the item. It has been found that the average describable item when indexed has 6 or 7 cross-references, although some complicated items have as many as 14 or 15.

Before the development by Army personnel during World War II of the relatively inexpensive Army parchment-paper reproduction process (which has since become available commercially under a variety of trade names) reproduction costs for the number of cards necessary to "work" this cataloging system efficiently would have been prohibitive. With this process, however, any number of cards required, from 30 to 250, can be reproduced at a cost of about 8 cents each.

CROSS-REFERENCING — STANDARDIZED HEADINGS

As of this writing the Departmental Records Branch has identified 177 major record groups, and all its record holdings are attributable to one or another of them. The names of all organizational elements identified either in author or agency entries or in record item descriptions appear as "category 1" headings, referred to collectively as agency headings. "Category 2" comprises functional headings (see below). And, finally, "category 3," or special headings, includes the names of key individuals, both civilian and military; geographic, political, and administrative designations; code names, campaigns, and operational areas; items of materiel; and so forth.

The identification of the function ("category 2") as a major key word or phrase for use in analyzing, describing, utilizing, and evaluating records represents a generally accepted principle, now shared alike by current records administrators and archivists. Although the principle is thus generally accepted as a workable ideal, there are nevertheless problems inherent in using functional terms in day-to-day records operations. The most difficult part of cataloging has always been cross indexing, that is, supplying uniform headings. These headings must be at once both general and specific enough; as mutually exclusive as possible; historically authentic, that is, part of the general, accepted vocabulary of military operations in the particular period in the past when the records were created; and concise and easily understood. Of the three categories of headings the functional

type presents the greatest difficulties. Accordingly, an expansible "List of Functional Headings for Use in Accessioning, Indexing, and Reference Operations" (including over 300 items) has been issued as a master list of standardized functional headings for Branch-wide use.

Still another interesting aspect of the catalog is the definition for the user of the principal functional headings. Each of these headings, included in the "List of Functional Headings" referred to above, is defined and delimited, and the definition is reproduced on the main guide cards for that particular heading in the catalog (see Exhibit III).

Standardized headings, important though they are for bringing together the "forest of trees" for reference on a given broad subject, nevertheless represent only a fraction of the subject analysis and description of the series. Since each of the thousands of series has a unique subjective character, it is essential that it be adequately titled; that its purpose, character, subject content, and form be clearly perceived; that the resulting summary, whether in 10 words or 50, be self-evident to the layman; and that the particular filing system or classification structure governing the series be clearly understood by the analyst and properly conveyed to the reader.

To date this system of cataloging has been applied to all of the general series descriptions taken from records transfer agreements and series identification sheets; to several hundred printed and processed items in the reference collection of the General Reference Section; to the finding aids produced by the Branch over its 10-year period of operation; and to an undetermined number of file items or components of series, identified through day-to-day archival operations, that are considered worthy of cataloging separately from the series of which they are a part. This last category, the file item, is the most recent to be emphasized. There is now under way a concerted program to increase the number of selected file items cataloged as a byproduct of other work. Brief training sessions, all of which are productive of cataloged items, are being conducted weekly for small groups of employees to demonstrate how easily each employee can produce an item a day, incidental to his regular duties.

Thorough understanding of the purpose of the catalog on the part of all Departmental Records Branch employees and a willingness to contribute to its growth are essential to its development as a primary guide to the location of pertinent record groups, series, or cataloged file items among the record holdings of the depository.

ARRANGEMENT OF THE CATALOG

It was axiomatic that the catalog should have an overall dictionary arrangement. Cards for all categories of describable items — record groups, file series, and file items (as well as library type items not part of an organized record file) — could be fitted into an alphabetic scheme along with the much larger quantity of cards for subject cross-reference entries, that is, those with agency, functional, and special headings.

In order that all author or office-of-origin entry cards (master cards) representing components of a particular major record group would be filed as one block, it was decided that such cards would be arranged behind a center guide for that specific major record group in descending hierarchical order.

It was also decided to insert cross-references (*see* cards), filed alphabetically by names of *all* organizational entities identified either in author or agency entries or in record item descriptions, thus assuring that any organizational clue would be sufficient to guide the searcher to the block of item cards filed under the appropriate record group. In instances where there have been changes in organizational designation, as, for example, Army Air Forces, Army Ground Forces, and Services of Supply, *see* cards are inserted in their appropriate places in the alphabet to direct the searcher to Air Force, United States; Army Field Forces; and Army Service Forces, respectively.

Another device to facilitate research has been to introduce into the catalog the known facts with respect to the maintenance by one agency of the records of another (see Exhibit IV). As a further illustration: the Supreme Allied Commander's Secretariat of Allied Force Headquarters was found to have been the filing point for several high-level AFHQ agencies, including the immediate offices of the Supreme Allied Commander and the Deputy Supreme Allied Commander, the offices of the Chief of Staff and the Deputy Chief of Staff, the Inter-Service and Political Secretariat, and the Political and Economic Council. Cross-reference cards for each of these agencies refer the user to the catalog card describing the records of the Secretariat (which the Departmental Records Branch has on microfilm). This plan provides an easy approach to the complete group of cards representing the body of records attributable to any and all record groups, no matter how scant or out-of-date the organizational clue may be with which the searcher begins his search.

The arrangement of a portion of the catalog is illustrated below:

ALPHABETIC
GUIDES
(left position)ORGANIZATIONAL
GUIDES
(center position)SUBJECT
GUIDES
(right position)

A

[Block 1. This block covers "A to Adjutant General, Office of The." All subject titles and cross-references belonging to this block are filed alphabetically; the block also includes *see* cards which refer the searcher to the record group under which the record item desired may be found. (Alphabetic guides are always in the left position.)]

ADJUTANT GENERAL, OFFICE OF THE

[Block 2. This block covers the first major record group in the catalog. (This guide is in the center position.)

Guides for organizational components of the major record group are placed behind the center guide in descending hierarchical order.]

ADM

ADMINISTRATIVE AND STAFF
PERSONNEL, GENERAL

AFRICA

AI

AIR COMBAT OPERATIONS,
GENERAL

AIR-F

AIR COMBAT PERSONNEL,
GENERAL

[Block 3. This block covers index cards which appear in the catalog between Block 2 (described above) and Block 4 (described below). At present only three alphabet guides (ADM, AI, and AIR-F) are needed for adequate separation; additional alphabet guides will be inserted as needed. When a special subject warrants the insertion of a special guide, this is in right position; four such guides occur in Block 3, namely, Administrative and Staff Personnel, General; Africa; Air Combat Operations, General; and Air Combat Personnel, General.]

AIR FORCE, UNITED STATES,
HEADQUARTERS

[Block 4. This block covers the second major record group in the catalog. (Guide is in the center position.)

Guides for components of the major record group are placed behind the center guides as described in Block 2.]

ALPHABETIC
GUIDES
(left position)

ORGANIZATIONAL
GUIDES
(center position)

SUBJECT
GUIDES
(right position)

AIR-FR

AIR TRANSPORT PERSONNEL
AIR TRANSPORT SERVICES

AIR-W

AIRBORNE COMBAT
OPERATIONS, GENERAL
AIRBORNE PERSONNEL
AIRFIELD CONSTRUCTION
PERSONNEL
AIRFIELDS
AIRPLANE ASSEMBLIES
AIRPLANES, IN GENERAL

AIRPO

AL

ALJ

ALEUTIAN ISLANDS CAMPAIGN,
Jun 42-Aug 43

ALGERIA-FRENCH MOROCCO
CAMPAIGN, Nov 42

ALIEN EXCLUSION PROGRAM

[Block 5. Explanation of this block coincides with the explanations as given for Blocks 1 and 3 above. At present five alphabet guides (AIR-FR, AIR-W, AIRPO, AL, and ALJ) are needed, and 11 subject guides, as shown.]

ALLIED FORCE HEADQUARTERS

[Block 6. This block covers the third major record group in the catalog. (Guide is in the center position.)]

DISSEMINATING CATALOG CARDS ON REQUEST

Identical duplicate catalogs are located in each of the physically separated records sections of the Departmental Records Branch. In order that certain major users of the record holdings can be served even more effectively, promptly, and economically other identical catalogs have been established and are currently maintained in the office of the Air Force Records Administrator, in the Army's Historical Division, and in the Army War College. A

further, related service has been to make available smaller special sets of cards, on demand, for records bearing on a particular staff division, on a particular technical service, or on some other record-creating agency served by the depository. Recent examples are catalog cards on microfilmed operations reports, which are being disseminated to the specialized military service schools. These services will be continued and extended as needed and when feasible.

Extra copies of individually selected catalog cards are made available, on an item-by-item basis on request, to any authorized and interested user of the depository's record holdings. Thus, for example, a researcher may, in using the catalog in one of the Departmental Records Branch records sections, find an entry for a particular record series that is of general or continuing bibliographical interest to him in his research work. Such a user may ask for copies of such cards and, if appropriate and feasible, leave a standing order for new cards on a specific subject. This saves him time that would otherwise go into laborious longhand copying of data from the catalog; it also saves the time of depository personnel in serving him later from an exact catalog citation; and it may prevent errors arising from longhand copying of citations of particular series.

The catalog card number at the lower right hand corner of each card is cited in such requests. If the stock of any one card is near depletion, a rerun is requisitioned after coordination within the depository to ensure that any important revision of the entry has meanwhile been incorporated on the card.

To ensure that such cards will not at any time in the future be confused with the cards in the master sets of the catalog, each such "take-away" card is marked on the back with a rubber stamp:

Courtesy Copy of Duplicate Card, from Catalog of
Departmental Records Branch, TAGO.

CONCLUSION

The describable item catalog developed by the Departmental Records Branch provides intellectual control of record holdings in the manner best calculated to facilitate reference service. Its use for and relationship to other aspects of the depository's archival program must be treated separately, incidental to a discussion of those aspects.

In so far as is known this system of cataloging, which combines standard library indexing methods, archival techniques of records description, and modern methods of reproducing catalog cards, rep-

resents the most comprehensive attempt yet made to bridge the gap between the traditional calendar and ideal inventory of the archivist and the general catalog of the librarian.

For an intermediate records depository such as the Departmental Records Branch there remains the problem of when and how to cut off the catalog. Many cataloged series of records and their component file items will have outlived their usefulness and must be destroyed before the transfer of their permanently valuable companion series or items to the National Archives. Obsolete cards must be withdrawn from the master catalog. Furthermore there are strong arguments for the maintenance and transfer of permanent records to the Archives according to historical periods rather than on an arbitrary cutoff date. A "closed" catalog transferred to the National Archives coincident with the retirement of headquarters records of the military establishment for the World War II period (ca. 1939-47) should be of considerable value to scholars and historians of the future. Still another argument for a period cutoff arises from our recognition of the cataloging problem growing out of the differences in objectives, functions, and terminology, as between the periods of World War II and the "cold war." A solution to these problems may have to be found sooner than we think.

AGAW-H

102.06

A49-176

Assistant Secretary of the Army, Office of the.

Files of the Office of the Under Secretary of War (Army) (1941-March 1948), and the Office of the Assistant Secretary of the Army (March 1948-1949), concerning industrial plant facilities and equipment in research and development of materiel, acquisition and disposition of real property, and the procurement of materials for production, pursuant to provisions of contract agreements negotiated by Defense Plant Corporation (of the Reconstruction Finance Corporation), consisting of correspondence, and contract and letter form agreements; arranged alphabetically by name of contractor, or short title abbreviation thereof, into two separate series, i.e., "approved" and "canceled." Security classified and unclassified material included. 63 linear feet.

1a. Agency of origin. 1b. Under Secretary of the Army. 2a. Plant Facilities, Industrial. 2b. Research and Development, Materiel. 2c. Industrial Equipment. 2d. Materials for Production. 2e. Corporate Name Files.

O

50-814

EXHIBIT I. Example of series catalog card.

AGAW-A

400.

A52-205

Wiley, Bell I., Maj.

"Redeployment Training." (AGF Historical Section *Study* No. 38.) 1946. [iii], 21 pages. Lithoprinted. Restricted. An analysis of AGF *Training Memorandum* No. 1, 1 June 1945, and an account of the difficulties encountered (principally overseas) in putting into effect the redeployment training prescribed by that memorandum.

A revision of this *study* has been published in Department of the Army, Historical Division, United States Army in World War II: The Army Ground Forces, The Procurement and Training of Ground Combat Troops (Washington, 1948), pages 619-647.

In Records of the Office of the Chief, Army Field Forces (RG 400), AGF Central Files, 314-7.

1a. Author. 1b. Army Ground Forces Headquarters. Historical Section. 2a. Troop Units: Training. 2b. Troop Units: Movement and Deployment. 2c. Education Services to Troops. 2d. Recreational Services. 2e. Military Personnel: Management. 3. Title.

53-1233



EXHIBIT II. Example of "file item" catalog card.

Construction of Command
Facilities, General

Construction of Command Facilities, General

"Command" facilities are those at military posts, camps, and stations, in contrast to "industrial" facilities, which are government-owned, contractor-operated plants and other facilities for the production (and sometimes repair) of war materiel. For industrial facilities, see "Plant Facilities, Industrial," (M-5). See also specific type of facilities, F-5 ff.

Replaces former DRB headings in whole or in part: Some "Construction" subheadings, such as "Contracts," "Projects," "Reports," "Studies," "Contracts-Construction," "Facilities-Specifications."

F-1

49-122



EXHIBIT III. Main guide card: example of definition of functional heading.

AGAW-J

940

Allied Force Headquarters. Central Mediterranean Coordinating Committee.

Such of the committee's records as were preserved appear to have been included with the records of the Petroleum Section, AFHQ, *q.v.* This committee was one of two formed in January 1946 "to ensure the smooth hand-over of Petroleum Section's responsibilities" upon the inactivation of that Section. The other was the Combined Petroleum Committee.

1a. Agency. 1b. Allied Force Headquarters. Petroleum Section.
2. Petroleum Products.

O

53-994

EXHIBIT IV. Example of informational catalog card.

W. J. BARROW

Document Restorer

STATE LIBRARY BUILDING

RICHMOND 19, VA.

The Firestone Archives and Library

By WILLIAM D. OVERMAN

*Archives and Library
The Firestone Tire & Rubber Company*

THE Archives Department of the Firestone Tire & Rubber Co. was established in March 1943 in Akron, Ohio, for several reasons, both immediate and long range.

Most of the Firestone production in 1942 was for the war effort. Harvey S. Firestone, Jr., then president and now chairman of the board, decided that production records, not only of the company but of all American industry, constituted vital source material for the historian of World War II, material as historically important as the records of the Government and the military services. Without such industrial records no completely accurate appraisal of the Nation's defense and war effort could be made.

Up to 1942 documents of obvious historical value had been preserved by the company. That was true of documents relating to war production. But these were few in number and they were decentral-ized in various plants and departments throughout the country and abroad. No systematic effort had been made to bring them together and to catalog them. Mr. Firestone believed that much information important to a full appraisal of the company's war work might be destroyed unless steps were taken to preserve the records in one archival center.

Although the preservation of the war records was the immediate reason for establishing the archives, the long-range reasons were equally important. These are implicit in the story of the development and growth of the business itself.

The Firestone Co. was founded in Akron by Harvey S. Firestone in 1900. During the first 20 years of the company's existence the rubber industry in the United States went through a period of great expansion, which involved also rapid growth for Firestone. The extent of Firestone's growth can be measured by the fact that its floor space was enlarged from that of a relatively small office in 1900 to 154,800 square feet in 1910. By 1920 the company occu-

pied 2,081,200 square feet, and from 1910 to 1920 sales increased from \$5,271,040 to \$114,980,969.

Up to the time it began to produce war materiel, Firestone was principally a manufacturer of tires. But by the late 1930's the company was also producing industrial rubber and steel products, foam rubber (Foamex), plastics, and tire fabrics. With the advent of war in Europe and especially with United States participation in the conflict, Firestone began to produce many products for the armed forces. These included synthetic rubber, tank tracks, carriages and mounts for Bofors antiaircraft guns, and airplane wing panels and fuel cells. In 1943 the company utilized 12,000,000 square feet of floor space and sales were \$545,000,000.

At that time, the company's records were contained in approximately 9,000 file drawers in the main office (5,000 drawers in the nonactive files and 4,000 in the active files) and in an uncounted number of files throughout the rest of the organization. The largest part of the historically important items was in the main office files, which had been begun with the founding of the company in 1900. Although many of the early day-to-day records had been destroyed when the company moved in 1911 from its original location to its present site in Akron, a great deal of valuable material was saved. Vital records, such as the company's ledgers, legal documents (including deeds to property, patents, and contracts), secret formulas for compounding rubber, financial statements, and the minutes of the board of directors were preserved. Advertising matter, such as letters, brochures, and published advertisements, was moved to the new location, and the personal files of Mr. Firestone were kept intact.

As the company grew, the bulk of its records expanded. By 1920 the files had so increased that storage became a serious problem. This situation resulted in a company-wide plan designed to curb the growth of the records by reducing those in the files. Under this plan all records that had served their purposes, legal and otherwise, were to be destroyed. Contemplated in the plan was the wholesale destruction of much that was in the noncurrent files and a periodic weeding out of useless matter from current files. The carrying out of the plan was left to department heads. Much that was of no value was disposed of, but the mass of records continued to increase. In late 1929 the total number of filing drawers containing records and papers of all kinds, historically valuable and otherwise, active and inactive, was 11,507.

Obviously, by 1929, the handling, storage, and disposition of this

massive accumulation presented a problem of major proportions. To cope with it, the comptroller of the company worked out with the legal department and department heads a schedule for the orderly disposal of these records. A central files department was created. To it were sent all those inactive records for which there was no current use in the conduct of the business but which had to be retained to meet legal requirements. After these requirements were met, the schedule called for their disposal if permission of the head of the department in which they had originated was obtained. This system, effective in regulating the growth of the records, did not, however, provide for the preservation of significant or historically important documents.

This defect became apparent late in 1942, when Harvey S. Firestone, Jr., contemplated the company's role in the effort to win the war and the size to which the business had grown. At that time he was looking forward also to having a history of the business written to mark the fiftieth anniversary of the founding of the company. The documents necessary for this project were in thousands of files; and, for a historian to understand the history of the company and its character as a corporate being, he would have to correlate the most important of the company's records.

There were other considerations making imperative the founding of the archives. In addition to a factual record of the growth and development of the company, Mr. Firestone, Jr., wanted for reference an accurate account of the problems that had confronted the company and the methods used to solve them. This, he felt, would be helpful not only in conducting the daily affairs of the business but also in charting its future course.

It was for these reasons that the writer, then curator of history and Archivist of the Ohio State Archaeological and Historical Society, was engaged to head the Firestone archives. Since the Archivist was not only to work in the field of preserving important company records but also to act as a source of immediate reference for the entire organization, the department was merged with the business reference library, which had been founded in 1914, and was placed under the Archivist's administration. Although each division is individually staffed and functions as a separate unit, each complements the reference work of the other.

The papers of Harvey S. Firestone (125,000 items, in 70 file drawers), which had been cataloged in 1937-38, and those of his sons and business associates became the nucleus of the archives. A program of accession for all company records of permanent admin-

istrative and historical value was developed, and a program of expanding the usefulness of the archives was adopted so that the department could be of service to all branches and divisions of the organization.

Meanwhile, the overall records program of the company was re-evaluated, and all records in the inactive files were surveyed in 1943. In this survey much of permanent value was saved from destruction, because many departmental files had been kept far beyond their scheduled life. Several department heads had undoubtedly been reluctant to order destruction of their own files even though they had been kept beyond the legal requirement dates. Many files had been destroyed, however, and presumably much of value had therefore been lost.

The Archivist and the custodian of the inactive files agreed that thereafter no record would be destroyed until it was declared of no historic value. Various department heads also agreed to send directly to the archives all their inactive records of permanent value. Thus the archives became the permanent repository of papers and documents of lasting value. Meanwhile, the basic schedule of planned destruction of records of only temporary value was continued.

Descriptive inventories were made of the files of Harvey S. Firestone, Jr. Inventories were made also of the papers of the late John W. Thomas, chairman of the company from 1941 to 1946, and those of the founder of the company. These files constitute an unbroken line of top management records from 1900 to the present. Files of other executives, departments, and subsidiaries have been similarly described. Each inventory contains: (1) the accession number, (2) a historical sketch of the department or office, (3) the exact title of the file, (4) inclusive dates and quantity of records, and (5) a comprehensive description of the record content.

When the files of Harvey S. Firestone, Jr., are 5 years old they are transferred to the archives. There is no set time for the transfer of records of the departments; the period varies from 3 to 10 years.

The archives has acquired 560,000 documents, 150,000 photographic negatives, and thousands of feet of microfilm and recordings. The records, except for oversize documents, maps, and recordings, are housed on open shelves in metal-edge boxes of the kind used in the National Archives.

Our method of cataloging this material is more extensive than that used in most public archives. This is necessary because when

we are called upon by company executives to produce anything on file we must be able to do so immediately. Photographs and photographic negatives have the most complete index, under such general headings as "persons," "places," "occasions," and "products." In addition to the descriptive inventory of the records series, we also index the more important folders or dossiers on 3" x 5" cards. These cards are filed according to subject and give cross references to the descriptive inventory concerned. When any dossier contains more than one significant or important document, a separate card is prepared for each.

Microfilm has been used to record in another form documents deteriorating with age and to reduce space. All finished drawings made by the engineering department are also put on microfilm. The collection of recordings, which is constantly growing, is mainly of speeches by Firestone executives and of events of interest to the company. In addition, the archives has a large collection of maps of the rubber-producing areas of the world, among them maps of Liberia, where Firestone has had since 1926 a large rubber plantation.

Over the years the business reference library has accumulated 25,000 selected volumes on natural and synthetic rubber, plastics, and automotive transportation, as well as books on money, banking, securities, economics, marketing, accounting, taxation, law, and engineering. The library circulates current copies of 250 technical and business periodicals and binds some of them for permanent reference. Of the library's resources one of the most important collections is its vertical file of some 125,000 reports, pamphlets, and miscellaneous items.

Based on this collection and the contents of the archives, two books have already been written — a biography of the founder and a historical account of the growth and development of the business. Experience has also shown that this ever-growing collection is an aid in forming company-wide policy and in solving the day-to-day problems of managing the business.

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Municipal Archives and Records Center of the City of New York¹

By JASON HORN

Washington, D. C.

THE City of New York is finally catching up with over two centuries of neglect in the care of its records. Not only has an archives been established for the preservation of its historically valuable records, but a money-saving records management program has also been instituted.

These developments of the past 2 years originated in the December 1939 appointment by Mayor Fiorello H. LaGuardia of a Mayor's Municipal Archives Committee to improve the city's control over its records. Committee surveys soon found that records were being stored in over 2,000 different places, "not only in offices but in basements, attics, piers and bridgeheads . . . in a deplorable condition," and that "a great deal of valuable office space was occupied by inactive records, long since obsolete." It was disclosed, for example, that of 2,610,000 square feet of working space in 1940 in 15 selected municipal buildings, 517,000 square feet or close to 20 percent was occupied by records, including 130,700 square feet with an annual rental value of \$200,000 occupied by old and inactive records.

Such critical findings were not new. Herbert L. Osgood's pioneering 1900 report on New York's archives, prepared for the Public Archives Commission of the American Historical Association, showed that the city's records had long been neglected. Records were scattered all over, he said, uncared for and often lost, with little accommodation for research. "Nothing short of a radical change in the method of dealing with them," he concluded, "will be sufficient to render them practically available for the purposes of historical or legal inquiry."

¹ This article is based on the following principal sources: a visit to the Municipal Archives and Records Center (MARC), Dec. 29, 1952; discussions with representatives of the Mayor's Municipal Archives Committee, the Division of Analysis of the city's Bureau of the Budget, and the Office of the Comptroller; Rebecca B. Rankin, *Summary Report of the Mayor's Municipal Archives Committee From December 1939 to June 20, 1952*; the *New York Times*; New York City's *Manual of Procedures* for its records management program; and the *Record*, Mar. 1953.

Osgood's survey resulted in no major improvements by the city. The spadework of the Mayor's Municipal Archives Committee, however, headed by Rebecca B. Rankin, librarian of the Municipal Reference Library, a branch of the New York Public Library, brought favorable and action-producing attention. The committee proposed the acquisition of a suitable building for use as an economical and safe central storage depository for the records of all city departments. As a result, on June 24, 1943, the Board of Estimate authorized the expenditure of \$500,000 for such a building, to be financed by the issuance of serial bonds and tax notes. Acting on this authority the city bought for \$490,000 the Rhinelander Building at 238 William Street, Manhattan.

Erected in 1896 on the site of a house built and occupied by William Rhinelander in 1763, the building is very conveniently located only one block east of the Municipal Building (housing many of the city's departments), and the City Hall (containing the mayor's office and the city council rooms). It consists of one 10-story and two 12-story connected structures. The building was designed to handle large printing presses and thus can easily bear the weight of records. It provides 2 million cubic feet of fireproof storage space and has ample elevator facilities. At the time of purchase, the building was being used by the city under a 2-year lease at an annual rental of \$35,000 with a purchase option. The Municipal Archives and Records Center at present needs and uses only two floors. Part of the building is still occupied by private tenants on a month-to-month low rental basis.

From 1941 through 1945 the mayor's committee found it expedient to center its efforts on persuading the departments to salvage useless records as a paper-saving measure. Although previously the Department of Sanitation had burned such records after their destruction was authorized, the committee was able to effect a permanent change in the disposal system, enabling such records to be sold for waste paper by the Salvage Division of the Department of Purchase. As a result 3,688 tons were sold during the period 1942-45.

To facilitate these efforts the committee established a system whereby each city department was requested by the mayor to appoint a departmental liaison officer with the committee. In addition, space was allotted in the Rhinelander Building to any department requesting it. Soon many departments were "garaging" large quantities of inactive records there.

With the departure of Mayor LaGuardia from office, the mayor's committee was terminated in 1945. The Rhinelander Building con-

tinued to be used, however, as a records "garage" under the policy supervision of Miss Rankin.

The committee was reactivated on January 23, 1948, by Mayor William O'Dwyer as one of the results of a sharply critical report on city administrative methods made to him on January 12, 1948, by the Citizens' Budget Commission. The commission report had charged that large amounts of worthless records were occupying much valuable space and that office management and operating methods were very inefficient.

In reestablishing the committee the mayor assigned it responsibility for formulating policies on records management, including policies for the administration of the Rhinelander Building as a projected Municipal Archives and Records Center. The mayor requested the committee particularly "to plan for the prompt disposition of unnecessary papers and records and to study and recommend methods, including microfilming, for preserving necessary papers and records at a minimum of space."

Miss Rankin, as the leader of a movement for establishing a city archives and initiating a records management program, was reappointed committee chairman. At the beginning the committee was composed of representatives of the City Planning Commission; the Department of Public Works; the corporation counsel; the city clerk; the city register; and the Bureau of Real Estate of the Board of Estimate. Since then it has been increased by representatives of the Bureau of the Budget and the Office of the Comptroller.

Upon the committee's recommendation, the Board of Estimate on March 15, 1950, approved the appointment of a temporary clerical staff to help the committee achieve its objectives. The staff of seven clerks and laborers under a supervisor became permanent on June 30, 1951. For a year this staff, functioning as the Municipal Archives, was organizationally an ad hoc division of the Municipal Reference Library. The latter is located in the Municipal Building near the Rhinelander Building.

After Miss Rankin's retirement from public office on June 30, 1952, her former assistant in the Municipal Reference Library for 26 years, James Katsaros, was named supervisor of the Municipal Archives and Records Center, which was organizationally divorced from the Municipal Reference Library and elevated to branch library status on July 1, 1952. That is its present organizational position. It is expected to remain a part of the library system and not become a separate agency.

In the fall of 1950, to aid the development of the then embryonic agency and to promote records management in general, Luther Gulick of the Mayor's Management Survey Committee, created earlier that year to make a thorough study of municipal management policies and practices, proposed a records management survey. The Mayor's Municipal Archives Committee agreed to his proposal.

On December 7, 1950, therefore, the Board of Estimate approved an expenditure of \$62,000 by the survey committee to finance a study by the National Records Management Council covering the filing, indexing, keeping, making, and disposing of city records. Special pilot studies were made of the records of 5 departments: the Department of Purchase; the Municipal Civil Service Commission; the Department of Water Supply, Gas and Electricity; the office of the borough president of Manhattan; and the Department of Public Works. The Archives staff worked along with council personnel in inventorying, appraising, and developing retention standards, and it did all the clerical work and transferring of records. Simultaneously, similar procedures covered 11 other departments which had records "garaged" in the Rhinelander Building. The council's survey, made under the direction of Emmett J. Leahy, president of the council, was carried out from December 1950 to June 1951, with the final reports submitted to the Mayor's Management Survey Committee on January 16, 1952.

MUNICIPAL ARCHIVES AND RECORDS CENTER

The Municipal Archives and Records Center, under James Katsaros, has separate archives and records center sections operating on the fifth and seventh floors, respectively, of the Rhinelander Building. The four professionals on the present eight-man staff are classified as librarians rather than archivists, and no change in their job classification is expected. Members of the staff believe that there is more personal and institutional benefit to be obtained from the possibility of interchange of personnel within the large New York Public Library system than would be gained by a more limiting classification as archivists.

The Archives and the records center are two different types of operations. The former has legal custody of all its records; the latter has only physical custody, legal custody remaining with the transferring agency. The public has access to material in the Archives but not to that in the center. The basic objective of the Archives is cultural — to preserve historical records. The basic objective of the

center is economic — to release high-cost office space and filing equipment occupied by inactive records in city agencies by transferring such records to the center for low-cost storage.

The Archives can accession directly only records of the mayor's office. It is limited to receiving only those city agency records "which are not required for either current use or occasional reference" by the agencies but which it regards as possessing archival value. It is not limited, however, to the collection of official records only; it may accession private papers, newspapers, or any other material it deems of relevant historical or other continuing value. The supervisor is not particularly concerned about the fact that much material of archival value that is needed for occasional agency reference cannot come to the Archives. He believes that adequate documentation is provided by the mayor's papers plus departmental reports in his custody.

The Archives has no standard storage or filing equipment. The bulk of its 12,000 cubic feet of material (so estimated in December 1952), however, is in transfer cases. Its most historically important record group is the 2,600 cubic feet of papers of the Office of the Mayor. This includes the complete records of the administrations from that of Mayor Van Wyck in 1898 through that of Mayor LaGuardia, ending in 1945. Some papers and records of earlier mayors from 1840 to 1898 also are included but most such earlier records either were destroyed previously or are in historical society or similar collections. The Archives does expect to receive soon the records of Mayor O'Dwyer's recent term of office. Other major record groups in the Archives include: (1) 3,300 cubic feet of record books of assessed valuations of real estate: Manhattan, 1808-96, and Richmond, 1899-1930; (2) early maps of the City Planning Commission; (3) 240 cubic feet of old coroner's records; (4) a most complete collection of New York City newspapers — some from 1835 and all from 1871 to date; and (5) early photographs.

As yet relatively little reference use has been made of the archives. Reference services in 1952 averaged about 35 a month. Chairs and tables are available for use by researchers but the supervisor has not as yet felt sufficiently prepared to cope with a heavy reference load and thus has not publicized the collection very much. He plans later to foster research in the archives by means of public releases and by cooperation with the history departments of local graduate schools. Typed guides and inventories are available as finding aids to help researchers.

The records center is a larger operation than the Archives. The center accessions records which are inactive but must be retained for varying periods for further occasional reference. The center has not yet developed a rule-of-thumb definition of inactive records in terms of exactly how few references should be made in a given period to a given volume of records for such records normally to be eligible for transfer to the center. The center was first set up as such in 1951. On February 8 of that year the Board of Estimate, upon the recommendation of the National Records Management Council, appropriated \$26,800 to equip half of the seventh floor of the Rhinelander Building as a records center. A later appropriation in December 1951 permitted the other half of the floor to be suitably equipped and provided a total of 45,000 cubic feet of shelving capacity.

Storage equipment in the center consists of steel shelving units of five shelves, on each of which 12 one-cubic foot corrugated cardboard boxes are placed two-high. This shelving system, devised to save shelving equipment costs, also easily accommodates tall volumes. The containers, designed by Mr. Katsaros and his staff and costing 24½ cents apiece, are collapsible boxes with separate overlapping tops. Pulpit ladders provide access to the higher shelves. Each shelf space has a permanent location number which appears on the outside of the box occupying that space. For security and economy purposes, however, no labels as to contents are used on the boxes. Box-by-box inventories are prepared at the time of packing. A Kardex system based on these accession inventories is used as a finding aid. The center assists agencies whenever necessary in packing records in its own boxes and transporting them to the center.

As of December 24, 1952, the center had 15,770 cubic feet of records of temporary value and 16,775 cubic feet of records of permanent value. The latter material is expected to remain in the center and not go to the Archives because of the accessioning limitations upon the Archives. Mr. Katsaros hopes later to have separate locations for permanent and temporary material in the records center. There is no concern over space limitations since there is tremendous room for expansion in the building and the Municipal Archives and Records Center has first priority on the space.

The center reference service load for city agencies fluctuates widely from month to month; for instance, there were 1,367 references in November 1952 and 756 in December. Reference service may be requested by mail, messenger, or telephone. Although the center is prepared to service all city agencies, including courts, in

any of the boroughs, its actual work to date has been primarily with agency offices in Manhattan.

The center maintains a messenger service for the delivery of requested material, with regular deliveries made twice a day, at 11 a.m. and at 3 p.m. Special deliveries at other times are made when materials are urgently needed. Agencies may at any time send their own messengers to the center to pick up material needed for reference. In general, the center's delivery radius is limited to the nearby City Hall area. Materials requested by borough offices of agencies that have their main offices in the City Hall area are delivered to the main offices. In servicing requests, staff members prepare a two-part charge-out, one copy of which is retained in the center and the second copy of which accompanies the record to the requesting agency. The center uses the retained charge-outs to maintain a monthly follow-up control on material delivered to agencies and to make periodic reviews for improving retention schedules.

The center is prepared to provide centralized microfilm services for city agencies. It does not do so for the present, however, as the supervisor opposes the actual development of such services before records scheduling is firmly established, for fear that microfilming would hinder the disposal program. Later such services will be established.

RECORDS MANAGEMENT

Since 1951 departmental records management operations have been under the guidance and overall administration of a two-man records management section of the Division of Analysis of the Bureau of the Budget, working in conjunction with the Mayor's Municipal Archives Committee and the Office of the Comptroller. Each agency of the city government was asked to designate a records officer, and by June 20, 1952, records management programs were under way in 31 agencies. These programs are but one element in a large-scale city management improvement program centrally administered by the Division of Analysis.

The records management section of the Division of Analysis coordinates the citywide records management program. It gives in-service training courses in records management for agency records officers. It reviews agency records retention schedules and other records management actions, including the relinquishment of surplus filing equipment to a central equipment pool. An important factor in the section's administration of the program has been the "freeze" imposed on budgetary appropriations for new filing equip-

ment. The section reviews all requests for such equipment and seeks to eliminate the need either by encouraging records disposal or transfer or by obtaining the equipment from the central equipment pool. Purchases of equipment have thus been substantially curtailed. The section is also engaged in a major forms-control program, which has included preparation of a large manual for agency use.

Special assistance to agencies is also given by the Municipal Archives and Records Center, upon request, to help develop and improve filing systems or to help appraise records and develop retention schedules. This is in addition to the MARC services described elsewhere in this article.

Agency records officer positions generally are not full-time jobs but are responsibilities assumed in addition to other duties by various department clerks. The records officers receive intensive training in records management techniques in a series of training conferences which are limited to 10 trainees. Four such series had been held by March 1953. After the first session of each series, the records officers proceeded to organize the records programs in their departments; and, at each succeeding session, techniques were developed and progress and problems discussed. Upon completion of their training, records officers were inducted into a city-wide Coordinating Committee, which meets bimonthly to review progress, exchange experiences, and foster esprit de corps. Subcommittees were designated to study special areas and to make recommendations to the Coordinating Committee. One such subcommittee early this year prepared a schedule of recommended retention periods for records common to all agencies, which will serve as a guide in the preparation of departmental retention schedules.

Agency records management programs are concentrating on the development of records retention schedules as the best means of quickly achieving big savings. Such programs are guided in great detail by the *Records Management Program: Manual of Procedures*, issued in July 1952 by the Municipal Archives Committee, Bureau of the Budget, and Office of the Comptroller. No complete figures are available yet as to the city's total records holdings or its annual rate of accretion and disposal. The supervisor believes, however, that more than half of the city's records have been scheduled. Scheduling does not involve the usual continuing or future authority to dispose of specified types of records after the lapse of specified periods of time or after specified occurrences. Scheduling instead provides only standards or guides. Separate disposal authority must be obtained each time records are proposed for destruc-

tion. The principal reason for this is the corporation counsel's responsibility as set forth in the administrative code.

The scheduling process prescribed in the *Manual* outlines three main steps to be followed by agency records officers, each step involving the use of a special form. First, a preliminary inventory and appraisal of records is made; this includes the compilation, for each type of record, of detailed data on the filing equipment occupied, the annual rate of accumulation, and the proposed retention period. From this data an agency records retention schedule is developed and approved by the heads of the appropriate agency units and then by the head of the agency or his deputy. Such a schedule provides, for each type of record, standards as to how long it should be kept, first in office space, and then, if longer retention is necessary, in the records center. After approval of the schedule, records officers must prepare location worksheets providing detailed instructions for putting the schedule into effect in each building or room where records are kept. One copy of the preliminary inventory, 10 copies of the approved schedule, and 1 copy of an agency equipment summary are forwarded to the records management section of the Division of Analysis, Bureau of the Budget.

The agencies bear full responsibility for actually putting the schedules into operation and for periodically requesting disposal authority from the Board of Estimate. The records center uses a tickler control to inform agencies regarding disposal material in center custody. The center also receives a copy of all approved schedules from the records management section. It uses these to provide each agency with an annual reminder of specific records eligible either for transfer to the center or for initiation of disposal action.

The procedure prescribed in the *Manual* for disposing of "obsolete and useless" records requires the requesting agency to send to the corporation counsel, for transmission to the Board of Estimate, 14 copies of a letter requesting disposal authority and 20 copies of an itemized list of the records involved. Two other copies of the list must be sent also to the Municipal Archives Committee. The large number of copies is deemed necessary for more rapid clearing through the corporation counsel and the Board of Estimate. The corporation counsel is required to certify that the requested destruction "will in no wise affect the interests of the city in any pending, anticipated or contemplated action or proceeding by or against such city." The Municipal Archives Committee is required to certify that the records have no historical value. The actual detailed

committee appraisal normally is made by the chairman, Mr. Katsaros; the full committee approval follows routinely. No written justifications of the appraisal recommendations are prepared. Requests approved by the corporation counsel and the Municipal Archives Committee receive routine authorization by resolutions of the Board of Estimate. Such resolutions do not list the records. The board is the final disposal authority since cities over one million in population are not required to obtain disposal approval from the New York State Division of Archives and History.

Once authorized for disposal, records may be sold for waste paper, or, if unsalable, donated for salvage. One method of handling small quantities is to send the material to the records center, which provides storage for it until enough waste paper has been accumulated to warrant a sale.

New York City's records management program will doubtless be further improved, but the significant thing is that much progress has been achieved, in conjunction with other city management programs, and that New York is assuming a position of leadership in the field of municipal records management.

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Makers of Papers for Public and Business Records — Since 1863

Writings on Archives, Current Records, and Historical Manuscripts, July 1952-June 1953

By LESTER W. SMITH

National Archives

THIS annual bibliography is the eleventh compiled under the auspices of the Committee on Archival Bibliography of the Society of American Archivists. Its content and chronological scope are indicated in the title. In addition, it includes a few items dated prior to July 1952 but issued after that date or not available earlier for examination. Like its predecessors, it is a selected list of references that does not include unpublished items, edited documents, publications in microfilm, reports of libraries and historical institutions giving but a few lines to manuscript accessions, and items appearing in news notes, unless unusually important. The coverage of this year's bibliography has been altered in two areas: records-management and office-management publications have received somewhat greater attention; foreign publications, somewhat less. The latter change was made possible by the plan of the International Council on Archives to publish annually in its journal, *Archivum*, a selected international bibliography, the first issue of which is noted below.

The bibliography is classified broadly by subject. An outline of the headings precedes the list. Only one class shows change of subject content. In this year's list, class II B comprises a selection from the very large number of items that appeared during the year relating to machine techniques in office operations and in information processing. The fewer items relating to the protection of current business records against emergency hazards, to which class II B was devoted in the two preceding compilations, have been entered in class II A. It should be noted that, as in former years, items relating to technical aspects of the use of photography and to the reproduction of research materials are placed in class VIII, while items relating primarily to the use of photography for purposes of original recording and records management are entered in class II A.

Such cross references as are necessary are provided at the ends of the several sections of the bibliography. The compiler is indebted to Grace Quimby, Geneva H. Penley, and Eleanor M. Walden of the National Archives for editorial assistance and to Ann McLeod for typing the manuscript.

- I. General Literature
- II. Filing Techniques and Management of Current Records
 - A. General Discussion

- B. Machine Techniques in Office Operations and in Information Processing
- III. History, Organization, and Current Activities of Archival Agencies, Manuscript Depositories, and Related Organizations
 - A. United States in General and Federal Government
 - B. State and Local
 - C. Foreign Countries
 - D. International Organizations
- IV. Buildings and Equipment for Archival and Manuscript Depositories
- V. Appraisal, Accessioning, and Disposal of Records and Historical Manuscripts
- VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts
- VII. Arrangement and Description of Records and Historical Manuscripts, Including Published Finding Aids
 - A. General Discussion
 - B. United States in General and Federal Government
 - C. State and Local
 - D. Foreign Countries
- VIII. Application of Photographic Processes to Work With Records and Historical Manuscripts
- IX. Service, Use, and Publication of Records and Historical Manuscripts
- X. Special Physical Types of Records and Historical Manuscripts
- XI. The Recruitment and Training of Archivists, Custodians of Manuscripts, and Records Officers

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II. FILING TECHNIQUES AND MANAGEMENT OF CURRENT RECORDS

A. General Discussion

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See also 2, 111, 116, 125, 148, 221, 224, 355-356, 379.

B. Machine Techniques in Office Operations and in Information Processing

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See also 333, 369.

III. HISTORY, ORGANIZATION, AND CURRENT ACTIVITIES OF ARCHIVAL AGENCIES, MANUSCRIPT DEPOSITORIES, AND RELATED ORGANIZATIONS

A. United States in General and Federal Government

97. AMERICAN DOCUMENTATION INSTITUTE, INC. Articles of incorporation, constitution, and by-laws. *American documentation*, 3: 193-198 (Oct., 1952).

98. AMERICAN DOCUMENTATION INSTITUTE, INC. Minutes of the special meeting, Sept. 26, 1952; minutes of the trustees' meetings, July 7, Aug. 6, and Sept. 26, 1952; minutes of the council meetings, Sept. 26 and Oct. 22, 1952. *American documentation*, 3: 198-205 (Oct., 1952).
99. AMERICAN HISTORICAL ASSOCIATION. Annual report for the year 1951. Vol. I. Proceedings. Washington [1953] 207 p. Of particular interest are the reports of the Executive Secretary, p. 9-14; the Committee on the Publication of the *Annual report*, p. 32-33; the Committee on the Littleton-Griswold Fund, p. 37; the Committee on Government Publications, p. 38-39; the Committee on Documentary Reproduction, p. 39-55 (including, as Appendix A, "Microfilm copies of the unpublished inventories of the Archives Nationales, Paris, in the Library of Congress, suggestions concerning their use and misuse," by Howard C. Rice, Jr., p. 41-47; Appendix B, "Microfilming in the Archives of France for the Library of Congress and for the Bancroft Library," by A. P. Nasatir, p. 47-49; Appendix C, "Position report as of June, 1951, on reproduction of notarial archives, 'Archivio di Stato,' Genoa, Italy," by Robert L. Reynolds, p. 49-54; Appendix D, "Report of the Special Committee for Greece," p. 54-55); and the Ad Hoc Committee on Historians and the Federal Government, p. 55-60. The volume also contains the membership list of the Association as of July 1, 1952, with supplementary list to Nov. 1, 1952.
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102. CAPPON, LESTER J. The archival profession and the Society of American Archivists. *American archivist*, 15: 195-204 (July, 1952). A paper read at the annual meeting of the Society of American Archivists, Annapolis, Md., October 15, 1951.
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109. NATIONAL SOCIETY OF AUTOGRAPH COLLECTORS. Membership list as of October 1, 1952. [New York, n. d.] [8] p. The Society's name has since been changed to the Manuscript Society.
110. NORTON, MARGARET C. Victor Hugo Paltsits, 1867-1952. *American archivist*, 16: 137-140 (Apr., 1953).
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- administration program. [Washington] 1952. 51 p. (Adjutant General's Office, Departmental Records Branch, *Technical paper* no. 52-1).
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 113. TURNER, JUSTIN G. Presidential address. *Manuscripts*, 5, no. 4: 34-35 (Summer, 1953). An address delivered before the annual meeting of the Manuscript Society (formerly the National Society of Autograph Collectors), Columbus, Ohio, 1953.
 114. U. S. CONGRESS. 83D CONG., 1ST SESS. HOUSE. House Resolution 288. Authorizing the Clerk of the House to permit the Administrator of General Services to make available certain records of the House of Representatives which have been transferred to the National Archives. [Washington, 1953] 2 p. A resolution approved June 16, 1953, providing that records of the House that are more than 50 years old or that have already been made public may be made available unless it is determined that their use would be detrimental to the public interest. The report favoring the resolution was issued as 83d Cong., 1st sess., *H. Rept.* 562 (Washington, 1953. 1 p.).
 115. U. S. CONGRESS. HOUSE. APPROPRIATIONS COMMITTEE. Independent offices appropriations for 1954. Hearings . . . 83-1. Pt. 3. Washington, 1953. p. 511-1367. Hearings on the National Archives and Records Service appear on p. 974-994.
 116. U. S. GENERAL SERVICES ADMINISTRATION. Manual GS-7, Federal records management. Vol. GS-7-2, Records centers, April, 1953. Washington [1953] 1 vol. (loose-leaf). A manual embodying the rules governing the internal management and operation of records center program activities of the General Services Administration. Covers accessioning, reference service, disposition, reproduction, records security, and administration. Implements policies presented in *Regulations of the General Services Administration, Title 3, Federal records*.
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See also 18, 34, 75, 77, 367, 386, 396.

B. State and Local

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See also 26, 30, 68, 218, 291, 346, 394.

C. Foreign Countries

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- sources as well as appropriated funds to finance the costs of "publishing archival documents either for sale to the public or for presentation to archival centres."
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See also 229, 375, 393, 413.

D. International Organizations

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215. UNITED NATIONS EDUCATIONAL, SCIENTIFIC, AND CULTURAL ORGANIZATION. [Papers from the Executive Board of UNESCO] 33 EX/12. 3 April, 1953. Intergovernmental conference for the adoption of an international convention for the protection of cultural property in the event of armed conflict. [Paris, 1953] var. pag. Includes several annexes: Annex 1, Inter-governmental conference . . . Provisional agenda, 1 p.; Annex 2, Intergovernmental conference, 1 p.; Annex 3, Inter-governmental conference . . . Rules of procedure, 5 p. An addendum to 33/EX 12, dated 15 April 1953, was also issued (Paris, 1953. 2 p.), with the same title, "Intergovernmental conference for the adoption of an international convention for the protection of cultural property in the event of armed conflict."

See also 2.

IV. BUILDINGS AND EQUIPMENT FOR ARCHIVAL AND MANUSCRIPT DEPOSITORIES

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See also 136, 239, 349, 411.

V. APPRAISAL, ACCESSIONING, AND DISPOSAL OF RECORDS
AND HISTORICAL MANUSCRIPTS

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224. MUNICIPAL FINANCE OFFICERS ASSOCIATION OF THE UNITED STATES AND CANADA. COMMITTEE ON DISPOSAL AND PRESERVATION OF PUBLIC RECORDS. The disposal and preservation of public records; a supplemental report to Special Bulletin S issued July, 1944, by the Committee on Disposal and Preservation of Public Records. Chicago, 1952. 16 p. (*Special bulletin*, 1952 C) Includes *Special bulletin* S as Part 2.

See also 18, 34, 167.

VI. PHYSICAL PRESERVATION AND REHABILITATION OF RECORDS
AND HISTORICAL MANUSCRIPTS

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231. JENKINSON, HILARY. The principles and practice of archive repair work in England. *Archivum*, 2:31-41 (1952). Includes abstracts in French and Spanish.
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- 81 (1952). Includes abstracts in French, English, and Spanish. Relates to dating of documents through study of watermarks.
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VII. ARRANGEMENT AND DESCRIPTION OF RECORDS AND HISTORICAL MANUSCRIPTS, INCLUDING PUBLISHED FINDING AIDS

A. General Discussion

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See also 4, 15, 86, 92, 96, 181, 400, 402, 407-408, 410.

B. United States in General and Federal Government

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271. U. S. NATIONAL ARCHIVES. National Archives accessions. No. 49-50. [Washington, 1952] Issued quarterly as a supplement to the *Guide to the records in the National Archives* (Washington, 1948).

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 273. U. S. NATIONAL ARCHIVES. Preliminary inventory of the cartographic records of the Federal Housing Administration (Record Group 31). Comp. by Charlotte Munchmeyer. Washington, 1952. 57 p. (*Preliminary inventory* no. 45). Includes a map, compiled by Charlotte Munchmeyer and Herman R. Friis, indicating city or area for which there are cartographic records of the Federal Housing Administration in the National Archives.
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- See also 348, 352, 397-398.

C. State and Local

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291. CORNELL UNIVERSITY. COLLECTION OF REGIONAL HISTORY. Fifth and sixth annual reports of the curator, 1948-1950. [n. p., n. d.] 111 p. A catalog of accessions, which are described in considerable detail. Includes materials in the University Archives.
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295. EAST, ERNEST E. Historical treasures of Randolph County. *Illinois libraries*, 35: 161-170 (Apr., 1953). A general description of certain early Illinois records microfilmed by the Illinois State Library.
296. EAST, ERNEST E. AND MARGARET C. NORTON. Randolph County records: an inventory of microfilm copies in the Illinois State Library. *Illinois libraries*, 35: 256-262 (June, 1953).
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313. STORM, COLTON. Recent acquisitions at the Clements. *Manuscripts*, 5, no. 4:54-56 (Summer, 1953). Describes briefly recent important acquisitions of the William L. Clements Library.
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315. SYRACUSE UNIVERSITY. LIBRARY. The Leopold von Ranke manuscripts of Syracuse University, the first one hundred titles dealing primarily with the Republic of Venice in the 16th, 17th, and 18th centuries, its colonial possessions, and its relations with other powers. Compiled by the Ranke Bibliography Committee: Howard O. Brogan, Antonio Pace [and] Adolph Weinberger. [Syracuse, N. Y.] Syracuse University Press [1951?] 150 p.
316. SYRACUSE UNIVERSITY. LIBRARY. Special collections in the Syracuse University Library. [n. p.] 1952. 9 p. Briefly describes the collections, which include a variety of manuscript materials.
317. TEXAS. UNIVERSITY. LIBRARY. Calendar of the Manuel E. Gondra manuscript collection, the University of Texas Library, prepared by Carlos Eduardo Castañeda and Jack Autrey Dabbs. México, Editorial Jus, 1952. 467 p.
318. YALE UNIVERSITY. LIBRARY. A catalogue of manuscripts in the collection of western Americana founded by William Robertson Coe, Yale University Library, compiled by Mary C. Withington. New Haven, Yale University Press, 1952. 398 p.

See also 259.

D. Foreign Countries

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323. CANADA. PUBLIC ARCHIVES. MANUSCRIPT DIVISION. Preliminary inventory. Manuscript group 11. Public Record Office, London; Colonial Office papers. [Ottawa] 1952. 61 p.
324. DENMARK. RIGSARKIVET. Danske Gesandter og Gesandtskabspersonale indtil 1914. Comp. by Emil Marquard. Copenhagen, I. Kommission hos Ejnar Munksgaards Forlag, 1952. 493 p. A guide to documents in the Rigsarkivet relating to envoys of Denmark through 1914.
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Stuart Upton, research assistant and reviser, Yale University Library. With the collaboration of George P. Winship, Jr., professor of English, King's College. Washington, D. C., Scarecrow Press, 1952. 151 p.

See also 251.

VIII. APPLICATION OF PHOTOGRAPHIC PROCESSES TO WORK WITH RECORDS AND HISTORICAL MANUSCRIPTS

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336. BOARD ON RESOURCES OF AMERICAN LIBRARIES. COMMITTEE ON COOPERATIVE MICROFILM PROJECTS. Statement of principles to guide large scale acquisition and preservation of library materials on microfilm. U. S. Library of Congress, *Information bulletin*, 12, no. 10, Appendix, 8 p. (Mar. 9, 1953).
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343. HUEBNER, WILLIAM C. The Photronic Reproducer. *American documentation*, 2:238-240 (Oct., 1951). Describes the Photronic Reproducer, developed at the Huebner Laboratories, Mamaroneck, N. Y.
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345. LUTHER, FREDERIC. The earliest experiments in microphotography. *American documentation*, 2:167-170 (Aug., 1951). Reprinted from *Isis*, v. 41, p. 277-281 (1950). Includes a bibliography.

346. MARCUS, JACOB R. The West India and South America expedition of the American Jewish Archives. *American Jewish Archives*, 5:5-21 (Jan., 1953). Describes an expedition sponsored by the American Jewish Archives in June and July 1952 to the Caribbean and to northern South America for the purpose of collecting and photostating Jewish historical materials.
347. ORIGINAL versus microphotographed editions of documents. *American documentation*, 2:150-166 (Aug., 1951). Consists of five papers delivered at the seventy-fifth Annual Meeting of the American Library Association at Chicago in July, 1951. *Contents*.—Albert Boni, "Microprint," p. 150-152; Fremont Rider, "The possible correlation of all forms of microtext," p. 152-157; Eugene B. Power, "Microfilm as an edition process of documentary reproduction," p. 157-159; Roy Eastin, "The point of view of the Division of Public Documents," p. 160-162; Jerome K. Wilcox, "The point of view of the librarian," p. 162-166.
348. PHILADELPHIA BIBLIOGRAPHICAL CENTER AND UNION LIBRARY CATALOGUE. Union list of microfilms. Rev., enl. and cumulated ed. Supplement, 1949-1952. Ann Arbor, J. W. Edwards, 1953. 995 cols.
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350. SOCIETY OF AMERICAN ARCHIVISTS. COMMITTEE ON STATE ARCHIVES. Survey of microphotography in State agencies. [n. p., 1952] 3, [2] p. A report prepared by Dolores C. Renze, State Archivist of Colorado, completing a survey begun by John Baxendale of Vermont.
351. TRANSLUCENT stationery and the diazo method. *O & M bulletin*, 8, no. 2:39-44 (Apr., 1953). Based on a talk given by C. Mundy of the Azoflex Department of Messrs. Ilford, Ltd.
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357. VERRY, H. R. Reproduction processes of the future. *O & M bulletin*, 8, no. 1:18-22 (Feb., 1953). A discussion of recent developments in the field of photocopying.
358. VERRY, H. R. Semi-dry processing. *O & M bulletin*, 7, no. 4:47-48 (Aug., 1952). A description and evaluation of the process.
359. VERRY, H. R. Translucent masters for reproduction. *O & M bulletin*, 7, no. 6:29-34 (Dec., 1952). A report on the uses and advantages of translucent masters for document reproduction.
360. VOLLMER, BERNHARD. Die Photographie und Mikrophotographie als Hilfsmittel der Archive. *Archivalische Zeitschrift*, 47:211-215 (1951).

See also 59, 69, 94, 99, 144, 281, 289, 295-296.

IX. SERVICE, USE, AND PUBLICATION OF RECORDS
AND HISTORICAL MANUSCRIPTS

361. AMERICAN CATHOLIC HISTORICAL ASSOCIATION. COMMITTEE ON THE JOHN CARROLL PAPERS. Report. *Catholic historical review*, 39:40-42 (Apr., 1953). A report on the Committee's work in 1952, by Father Henry J. Browne, secretary. The proposal to publish the papers of John Carroll has the endorsement of the National Historical Publications Commission.
362. ASSOCIATION OF RESEARCH LIBRARIES. COMMITTEE ON THE USE OF MANUSCRIPTS BY VISITING SCHOLARS. Report. *Autograph collectors' journal*, 5, no. 1:46-48 (Fall, 1952). Reprinted from *College and research libraries*, 13:58-60 (Jan., 1952).
363. BASLER, ROY P. Collecting "The Collected Works." *Autograph collectors' journal*, 5, no. 3:37-38 (Spring, 1953). Describes problems and procedures in compiling the *Collected works of Abraham Lincoln* (Rutgers University Press, 1953).
364. BASLER, ROY P. Works of Lincoln. *Library journal*, 78:123-125 (Jan. 15, 1953).
365. BROWN, HENRY D. Manuscripts in a historical museum. *Autograph collectors' journal*, 5, no. 3:27-31 (Spring, 1953). The author is Director of the Detroit Historical Museum. The Museum works closely with the Burton Historical Collection in its exhibit program and provides facilities for the latter's exhibits.
366. BROWNE, HENRY J. A new historical project: editing the papers of Archbishop John Carroll. *American ecclesiastical review*, 127: 341-350. (Nov., 1952). Reviews briefly the American Catholic pattern of documentary publication and describes the project of publishing the papers of Archbishop John Carroll.
367. CARTER, CLARENCE E. Historical editing. [Washington, 1952] 51 p. (National Archives, *Bulletins*, no. 7) A manual of historical editing covering all stages in the process from the search for and selection of documents through their transcription, annotation, preparation of copy, proofreading, indexing, and book manufacture.
368. CROSS, HAROLD L. The people's right to know; legal access to public records and proceedings. New York, Columbia Univ. Press, 1953. 405 p. A report to the American Society of Newspaper Editors prepared under the auspices of its Committee on Freedom of Information. A systematic and comprehensive treatment of the matter of access to public records at the local, State, and Federal levels and embracing both judicial and administrative records. Appendixes list pertinent statutes, court decisions, and administrative determinations.
369. DAVIS, ALBERT S. Legal aspects of machine documentation. *Special libraries*, 44: 5-10 (Jan., 1953). Comments on the admissibility of microfilm records in evidence and proceeds to a consideration of certain issues implicit in the use of digital computers, electronic selectors, and the like.
370. DE VALINGER, LEON. Preparation of annual reports. *American archivist*, 16: 161-163 (Apr., 1953). A paper read at the annual meeting of the Society of American Archivists, Lexington, Ky., October 27, 1952, urging the importance of the preparation and dissemination of effective annual reports.
371. DOANE, GILBERT H. Ancestor hunting. *Wisconsin magazine of history*, 35:267-272 (Summer, 1952).
372. FORD MOTOR COMPANY ARCHIVES. Rules governing use of Ford Motor Company Archives. Dearborn, Mich., 1953. [12] p. (*Bulletin* no. 2).
373. GILLE, BERTRAND. Les archives d'entreprises. *Review historique*, 208:185-204 (Oct.-Dec., 1952).
374. GREAT BRITAIN. BOARD OF TRADE. COPYRIGHT COMMITTEE. Report. London, H. M. Stationery Off. [1952] 129 p. (Great Britain, Parliament, *Papers by command*. cmd. 8662) Paragraphs 32-35 (p. 11-12) and 53-54 (p. 21-22) relate to conditions of access to and copying of manuscript and archival materials.
375. GREAT BRITAIN. HISTORICAL MANUSCRIPTS COMMISSION. [Deposit agreement form] [n. p., 1950] 4 l. A suggested standard form agreement between local record

- offices and private owners wishing to deposit records, developed by the National Register of Archives.
376. HISTORY of Parliament and its members. *William and Mary quarterly*, 3d ser., 9: [581]-584 (Oct., 1952). Discusses the project to compile a history of the British Parliament.
 377. HORN, ANDREW H. The university archivist and the thesis problem. *American archivist*, 15: 321-331 (Oct., 1952).
 378. How to display autographic material. *Manuscripts*, 5, no. 4: 28, 61 (Summer, 1953). Describes a loan exhibit at the Minneapolis Public Library of the manuscripts of Allyn K. Ford.
 379. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Records management and history programs — partners in documentation. [Washington, 1952] 21 p. Proceedings of the meeting of April 17, 1953, at which Clarence Danhof of the Budget Bureau, George W. Auxier of the National Production Authority, Henry Dater of the Office of the Secretary of Defense, and Charles M. Wiltse of the National Production Authority were the speakers, Herbert H. Rosenberg of the Office of Defense Mobilization presiding.
 380. JACKSON, JOSEPH G. Records of research. Patent Office Society, *Journal*, 35: 239-258 (Apr., 1953). Urges the importance of keeping adequate records of research in the field of invention.
 381. LACY, GEORGE J. Questioned document specialists. *Indian archives*, 5: 21-25 (Jan.-June, 1951). The author is secretary, American Society of Questioned Document Examiners.
 382. LANCASTER, JOAN C. Recent record publications of local societies. *Archives*, no. 9: 11-19 (Lady Day, 1953).
 383. LEVRON, J. Archives privées et archives économiques. *Mercure de France*, 315: 563-566 (July, 1952).
 384. MAHIEU, BERNARD. L'information historique et les archives. *Archivum*, 2: 55-64 (1952). Includes abstracts in English and Spanish.
 385. MEERBEECK, LUCIENNE VAN. Les archives d'entreprises. *Archives, bibliothèques, et musées de Belgique*, 23: 209-212 (1952).
 386. [MISSISSIPPI VALLEY HISTORICAL ASSOCIATION.] Report of business meeting of the Association, April 18, 1952. *Mississippi valley historical review*, 39: 394-401 (Sept., 1952). The resolutions of the Association with regard to encouraging the documentary publications programs of the State Department and of the *Territorial Papers* of the United States are presented on p. 398-399.
 387. THE NEWBERRY Library Conference on Indian Studies. Newberry Library, *Bulletin*, 3: 30-36 (Oct., 1952). A conference held to illuminate the differences between the methodology of the historian and that of the anthropologist.
 388. POMEROY, EARL. Frederic L. Paxson and his approach to history. *Mississippi valley historical review*, 39: 673-692 (Mar., 1953). Contains an account of Paxson's note-keeping practices and describes his research files, which amounted to about 80 drawers of 3 x 5 slips (now in Bancroft Library, Berkeley).
 389. RATNER, SIDNEY. The economic history of the second World War. *Journal of economic history*, 12: 263-270 (Summer, 1952). Stresses the value of archival sources.
 390. REDLICH, FRITZ. The beginnings and development of German business history. 82 p. (Business Historical Society, *Bulletin, Supplement*. Sept. 1952.) Section VII relates to business records and private papers of business leaders, p. 54-61.
 391. REYNOLDS, ROBERT L. Origins of modern business enterprise: Medieval Italy. *Journal of economic history*, 12: 350-365 (Fall, 1952). Observations on records and account-keeping practices appear on p. 353-354. Includes reference to Federigo Melis, *Storia della ragioneria* (Bologna, C. Zuffi, 1950), a 1-vol. work on accounting practices of the period.
 392. ROSENTHAL, FRANZ. A history of Muslim historiography. Leiden, E. J. Brill, 1952.

- 558 p. Chapter 4, section 7, "The use of documents, inscriptions, and coins," p. 105-113, contains observations on the use of documents.
393. SAMARAN, CHARLES. Une belle reconstitution d'Archives détruites: les registres angevins de Naples. *Archivum*, 2:83-87 (1952). Includes abstracts in English and Spanish. Relates to reconstitution of registers destroyed during World War II.
394. SHELLEY, FRED. The publication program of the Maryland Historical Society. *American archivist*, 15:309-320 (Oct., 1952).
395. SMITHERS, NINA W. Cooperation between the town historian and the town clerk. *Town clerks topics*, 12, no. 3:1, 2, 4 (Mar., 1953).
396. U. S. NATIONAL ARCHIVES. Regulations for the public use of records in the National Archives. [Washington, 1953] 3 p. Reprinted from the *Federal register*, 18:1754-1756 (Mar. 28, 1953).
397. U. S. NATIONAL ARCHIVES. Washington's inaugural address of 1789. Washington, 1952. 14 p. (*Facsimiles*, no. 22).
398. U. S. NATIONAL ARCHIVES. Washington's official map of Yorktown. Washington, 1952. 5 p., map. (*Facsimiles*, no. 21.)
399. WHAT should I do with my collection? *Manuscripts*, 5, no. 4:16-27 (Summer, 1953). A symposium, edited by Colton Storm, of papers presented at the annual meeting of the Manuscript Society (formerly the National Society of Autograph Collectors), Columbus, Ohio, 1953. Includes papers by Joseph E. Fields, Robert F. Metzdorf, Thomas R. Adams, Forest H. Sweet, and Cecil K. Byrd and discusses alternatives to be considered in disposing of a manuscript collection.

See also 43, 47, 51, 99, 114, 164, 167, 173, 220, 269, 325, 347, 414.

X. SPECIAL PHYSICAL TYPES OF RECORDS AND HISTORICAL MANUSCRIPTS

400. AMERICAN GEOGRAPHICAL SOCIETY OF NEW YORK. Manual for the classification and cataloging of maps in the Society's collection. 2d rev. ed. by Ena L. Yonge and Elizabeth Harzell. New York, 1952. 62 p.
401. BAUMHOFER, HERMINE M. Picture prospectors: general surveys of picture collections. *Eye to eye*, 1, no. 1:11-20 (June, 1953).
402. DEAN-SMITH, MARGARET. Proposals towards the cataloguing of gramophone records in a library of national scope. *Journal of documentation*, 8:141-156 (Sept., 1952).
403. RAY, THOMAS W. Naval aviation photographs in the National Archives. *Military affairs*, 15:207-209 (Winter, 1951).
404. SIRCAR, D. C. Ancient Indian cartography. *Indian archives*, 5:60-63 (Jan.-June, 1951). Information on early Indian map-making.
405. UNITED NATIONS EDUCATIONAL, SCIENTIFIC, AND CULTURAL ORGANIZATION. Establishment of photographic archives of works of art. Report. By M. Jean Prinnet, Assistant Curator of the Print-Room of the Bibliotheque Nationale, Paris, France. Paris, 1951. 78 p. (UNESCO/CUA/31).
406. U. S. LIBRARY OF CONGRESS. Annual reports on acquisitions: Prints and photographs. *Quarterly journal of current acquisitions*, 10, no. 1:45-60 (Nov., 1952). A report prepared by Alice Lee Parker and staff, Prints and Photographs Division.
407. U. S. LIBRARY OF CONGRESS. DESCRIPTIVE CATALOGING DIVISION. Rules for descriptive cataloging in the Library of Congress; motion pictures and filmstrips. 2d prelim. ed. Washington, 1952. 18 p.
408. U. S. LIBRARY OF CONGRESS. DESCRIPTIVE CATALOGING DIVISION. Rules for descriptive cataloging in the Library of Congress; phonorecords. Prelim. ed. Washington, 1953. 10 p.

409. VANDERBILT, PAUL. The Graphic History Society of America and its aims. *Eye to eye*, 1, no. 1: 1-10 (June, 1953). The Society is a new organization of persons interested in collecting and publishing prints, paintings, photographs, and other graphic materials from the standpoint of the subjects they represent. This article appears in the first issue of its quarterly bulletin, *Eye to eye*.
410. VAUGHAN, EVELYN L. Cataloging recordings in the Illinois State Library. *Illinois libraries*, 35: 79-85 (Feb., 1953). A description of the cataloging of sound recordings in the Illinois State Library, with a list of the subject headings used.
411. WINKLER, J. FRED. One solution for the map-handling problem. *American archivist*, 15: 259-261 (July, 1952). Describes a truck designed to carry a wide variety of map items more efficiently and safely than is possible with the ordinary library book truck.

See also 123, 254, 264, 267, 273.

XI. THE RECRUITMENT AND TRAINING OF ARCHIVISTS, CUSTODIANS OF MANUSCRIPTS, AND RECORDS OFFICERS

412. AMERICAN UNIVERSITY. SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS. Announcement of courses in record and archives administration, 1952-53. Washington [n. d.] 7 p.
413. BRAIBANT, CHARLES. Le Stage Technique International d'Archives. *Archivum*, 2: 27-29 (1952). Includes abstracts in English and Spanish. Relates to the training program offered by the Archives Nationales in Paris.
414. MAJOR, KATHLEEN. Record publications and the teaching of diplomatic. *Archives*, no. 9: 20-25 (Lady Day, 1953).
415. MIROT, A. The International Course on Archives, 1951-52. *American archivist*, 16: 165-167 (Apr., 1953). Abstract of a paper translated from the French by Alexander Mavro. Relates to the Stage Technique International d'Archives.
416. PAPRITZ, JOHANNES. Der erste Stage International Technique d'Archives in Paris, 1951-1952. *Der Archivar*, 6: cols. 31-41 (Feb., 1953).
417. QUINN, DOROTHY M. The École des Chartes. *Indian archives*, 5: 147-159 (July-Dec., 1951). Reprinted from *American archivist*, 13: 271-283 (July, 1950).
418. TESSIER, GEORGES. La diplomatique. [1. éd.] Paris, Presses universitaires de France, 1952. 125 p.

Reviews of Books

RICHARD G. WOOD, *Editor*

National Archives

The People's Right to Know: Legal Access to Public Records and Proceedings, by Harold L. Cross. (New York, Columbia University Press, 1953. Pp. xi, 405, appendixes, biblio. \$5.50.)

On the dust jacket of this book is a list of classes of persons to whom, it is said, the book will be valuable. Among others, the list includes journalists, lawyers, civic organizations, writers, students, and teachers. Archivists are not mentioned. This omission probably does not arise from the fact that the book is, in considerable part, a well-documented polemic against all those public officials, presumably including archivists, who would deny any citizen (but especially any newspaperman) access to "public information." It is more likely just another bit of proof that the public rarely thinks of public records as being in the custody of archivists.

It is impossible to read very far in this book without being impressed by the tremendous industry, scholarship, and relish for his subject displayed by the author. Mr. Cross is a specialist in newspaper law, who has been counsel to the New York *Herald Tribune* and has for many years lectured at Columbia University on laws affecting journalism. In 1950 he was retained by the American Society of Newspaper Editors to prepare a "comprehensive report on customs, laws and court decisions affecting our free access to public information whether it is recorded on police blotters or in the files of the national government." This book is his report. It is also, says the author, intended to serve as a "manual of arms for my brethren of the bar" and as a "weapon" for newspaper men in need of legal help.

Written by a lawyer whose practice has been in the newspaper field, Mr. Cross' book faithfully reflects the special viewpoints and skills and the characteristic limitations of the profession that he practices as well as of the profession that he serves. He has gathered together an immense number of citations to publications, laws, regulations, and court decisions bearing on the right of access to public records. This information, by far the most valuable part of the book, is contained in footnotes, appendixes, and a bibliography, which in all cover 128 pages. The body of the book is a long and argumentative examination of the current status of the laws in this country on the vast subject of the right of public inspection of governmental records of all types, local, State, and national.

The book is of great value to those seeking legal guidance and precedents on the subject under discussion. It would have been even more useful had the author laid aside his brief and prepared a simple legal casebook and bibliogra-

phy. As it stands, the hortatory passages with which the text is filled serve only to get in the way of one who is trying to hunt a precedent or citation.

Because he has written more than a casebook, mention must be made of Mr. Cross' general point of view. He has not placed his subject in historical perspective, nor is there any systematic or critical examination of either the ethical or public policy issues concerned; indeed, there is little indication that the author realizes the complexity, seriousness, and magnitude of the issues that are involved. In this respect the basic postulates of the book are those of the journalist ("the press is only an agent of the people"), who takes it as axiomatic that governmental records, being public property and concerned with public business, should at all times be open to inspection by any citizen and that restrictions or prohibitions on such right of free access must obviously stem from bureaucratic inertia, stupidity, or worse. In areas where such a policy obviously flies in the face of common sense the issue is ducked by the use of vague phrases such as "common law principles of confidentiality," or "state secrets," or by the simple device of saying that some official records — such as those containing business secrets, medical information on individuals, and civil service examinations — are really "private records, which for one reason or another are present in Government offices." The author pokes fun at what he calls the "morbid judicial fear of the record-inspector agitated for mere pastime, whim or fancy or idle curiosity" and says he has never seen or heard of examination of court records for such unworthy purposes. Yet seven pages later he furnishes a list of types of records of court proceedings which it may be proper to "seal" in certain instances, such as records of adoption proceedings, divorce proceedings, and disbarment proceedings. In a word, the author's position is that all official records ought to be open to public inspection except, perhaps, those that ought not to be made public.

It is unfortunately true that archivists, most of whom have an even larger and more immediate interest in the subject of this book than either lawyers or journalists, have also not squarely faced up to the necessity of policy formulations in this field. Standards, if any, are likely to be whimsical and ad hoc, and there seems to be very little conscious realization of the new developments of the past generation that require of us a close new look at the whole problem. Our lifetime has seen the movement by governmental units at all levels into activities that create huge quantities of records of a quite new type — records that contain the most intimate details of the lives of millions of our citizens. Relief, pension, medical, housing, lending, and public assistance programs; universal military service, veterans' aid; rationing; fair employment adjudications; State and Federal income tax legislation; and widespread loyalty-security investigations are examples of governmental activities that have resulted in making an official record of many of those things in our lives that have hitherto been regarded as unassailably private in character.

When, about 20 years ago, American archivists began briskly to accession records as soon as they became "noncurrent" in government offices, it was natural that little thought was given to the questions that would ultimately be posed by the assumption of responsibility for materials so recent in origin and

in many cases so novel in character. Today deeply troubling questions arise more and more frequently as the archivist tries to discharge his responsibility to scholarship, which wishes to exploit the riches in our new archival holdings.

Not much is left of privacy in our society and not many persons seem concerned to protect what is left. It is time for all persons who have responsibility for giving access to records of any kind to take thought as to whither we are drifting.

HERMAN KAHN

Franklin D. Roosevelt Library

Charters of Freedom: the Declaration of Independence, 1776; the Constitution of the United States, 1787; the Bill of Rights, 1791. (Washington, National Archives Trust Fund Board, 1952. Pp. 14 [unnumbered]. 25 cents each; in lots of 500 or more 20 cents.)

On December 15, 1952, the 161st anniversary of the ratification of the Bill of Rights, the three most precious historical documents of this Nation were carefully enshrined with appropriate ceremonies in the National Archives. Now for the first time readable facsimiles of the Declaration of Independence, the Constitution, and the Bill of Rights are made readily available in a publication easily within the means of everyone.

Although the documents themselves have been reproduced a little less than one half their original size the work has been so skillfully done that nothing is lost. Moreover, the method of reproduction utilized has faithfully captured the ink blots, the cracks, creases, and very texture of these old parchments and transferred them to durable matte-finish book paper. Accompanying each facsimile is a popularized résumé of the document's historical background. The brochure is further enhanced by illustrations relative to the documents, such as the Barry Faulkner murals of the presentation of the Declaration of Independence and of the Constitution, sketches of the Liberty Bell, Federal Hall in New York, and an unusually fine view of the National Archives Building.

Of particular interest to archivists is the section of the brochure entitled "The Story of the Documents," which relates in a straightforward manner, devoid of tradition, the peregrinations, mistreatment, and final enshrining of the documents over the fireproof, shockproof, and bombproof vault into which they can be lowered at a moment's notice. Those responsible for the compilation of this publication have, through the medium of a superior engraving method, the use of attractive illustrations and format, and good descriptive text, produced an example of documentary reproduction which will long serve as a model.

LEON DEVALINGER, JR.

Delaware State Archives

The Formation of the Union; an Exhibit. (Washington, National Archives Trust Fund Board, 1952. Pp. 30, illus. 25 cents.)

A promise made when the cornerstone of the National Archives building was laid has been fulfilled in the exhibit described in *The Formation of the*

Union. In laying the cornerstone, President Hoover said that in the Archives Building would be assembled "the most sacred documents of our history, the originals of the Declaration of Independence and the Constitution of the United States." These and other documents in the exhibit are described in this comprehensive catalog here reviewed.

The catalog is divided into five sections. The first group of documents, called "The Cause of America," begins with the Articles of Association, October 20, 1774, and ends with the engrossed Declaration of Independence, signed August 2, 1776. "A Firm League of Friendship" carries the story of the formation of the union from the Articles of Confederation: Benjamin Franklin's Sketch, July 21, 1775, to Maryland's Ratification of the Articles of Confederation, February 2, 1781. The section entitled "Liberty, Sovereignty, and Independence Absolute" opens with a letter announcing the surrender of Burgoyne at Saratoga and closes with the Proclamation of Peace. "A More Perfect Union" carries the story of this young country from a plan for the government of the western country, March 1, 1784, to Washington's inaugural address, April 30, 1789. A brief last section, "The Great Principles of Civil and Religious Liberty" includes North Carolina's proposed amendments to the Constitution, August 1, 1788, as the first document, and New York's ratification of the Bill of Rights, March 27, 1790, as the last.

The catalog describes in some detail the 52 documents exhibited. Included in the description are the title of each document, the date, a characterization of form, size, number of sheets or pages, and other data such as signatures and seal. Enough historical background is given for an understanding of what the document means in the formation of the union. A few passages are drawn from the text of some of the items. Eight facsimile reproductions carry the feeling of the exhibit to the hundreds of people who may read this catalog and never have the privilege of walking around Exhibition Hall to view this magnificent group of documents basic in the history of our Nation.

LUCILE M. KANE

Minnesota Historical Society

Fair Lane; Ford Motor Company Archives. [Bulletin No. 1.] (Dearborn, Mich., 1953. [Pp. 24], illus.)

Rules Governing the Use of Ford Motor Company Archives. [Bulletin No. 2] (Dearborn, Mich., 1953. [Pp. 12], illus.)

Ford Documents and Photographs; an Exhibit (Fair Lane). (Dearborn, Mich., Ford Motor Company Archives, 1953. Pp. 32.)

Speaking of Yesterday; an Explanation of the Ford Motor Company Archives Oral History Project, by Owen W. Bombard. (Dearborn, Mich., Ford Motor Company Archives, 1953. Pp. 8.)

These four brochures describe the general location and housing of the archives of the Ford Motor Co., with a historical background; the rules governing their use; their well planned organization; and the company's oral history program. The subject matter is so well presented that these pieces are not for skimming; they are pure cream.

The serious researcher and the progressive archivist will be interested to read that the holdings fall into three categories: the strictly archival material, which consists of documents and photographs; the contents of the library, which is composed of secondary material; and the reminiscences recorded by the oral history program. They will be pleased to discover that — though descriptions and explanations are brief — they are so specific that readers will find themselves well oriented to the archives before approaching them for research.

The rules are concisely set forth in four general divisions: general policy, application for access to records, limitations in use of records, and clearance of materials. The brochure on the exhibit of documents and photographs is complete beyond anticipation. It presents the material as it has been allocated to the specific area of the subject. Each presentation is in narrative form, followed by a list of the documents and photographs that support it.

Upon reading the description of the oral history program, the researcher and archivist will immediately be struck with the realization that in the Ford Motor Co. archives is a wealth of dramatic, human interest material — rare indeed. He will be impressed with the care that has been exercised in the recording and transcribing interviews. He will thoroughly agree with the arguments presented in support of such a program, especially when he reads that the Ford Motor Co. has utilized a quantity of the reminiscences for current programs. He will, however, consider still more pertinent the observation once made by Montaigne — which has been included in the argument — “The only good histories are those written by those who command in the events they describe.”

VERNIE WOLFSBERG

St. Paul Fire and Marine Insurance Company

An Evaluation of Document Restoration Processes, by W. J. Barrow. (Richmond, Virginia State Library, 1953. Pp. 13.)

Here is a concise and yet comprehensive explanation of the various techniques that can be used for the protection of documents and similar material of importance. William Barrow, who has been closely associated with archives for many years, has carefully analyzed with scientific thoroughness the processes involving silk chiffon, tissue, cloth, and cellulose acetate support. He sets forth the disadvantages of the older techniques, with specific illustrations to substantiate his observations, and gives a complete explanation of the cellulose-acetate-film laminating process and its advantages — if used intelligently.

Mr. Barrow first considers the process known as silking. This involves the fastening, by means of an adhesive, of thin, transparent silk to one or both sides of a document. He contends that although silk does provide physical strength, it cannot be considered a permanent remedy on account of the inherently temporary characteristics of thin silk, as well as the deteriorating effects of the alum used in some mounting pastes. In addition, there is also the problem of such destroyers as insects, mold, and bacteria.

He then surveys the tissue process. This is somewhat like silking excepting

that a thin tissue is pasted to the document. Again the danger of improper paste is emphasized, and the loss of visibility due to the tissue. Although it appears that progress is being made in the field of plastic film with an adhesive coating, applied by heat and pressure or pressure alone, he cautions against its use on documents of exceptional value. Sometimes the film and adhesive separate after a relatively short time, leaving the adhesive in the fibers of the paper. The result may be a stain difficult if not impossible to eliminate. The limited tear-resistance of cellulose acetate film is also a sufficiently dubious factor to exclude this technique as a satisfactory one.

Mr. Barrow then presents his own preference. He favors the de-acidification of the document by means of a chemical bath; then lamination between two sheets of cellulose acetate film, plus two sheets of tissue, with the use of heat and pressure. Thus the document is rendered free from the injurious acids which are frequently absorbed over the years. It is strengthened by combining the film with the tissue at the same time that it is made resistant to bacteria, fungi, insects, and atmospheric pollution by virtue of the film.

HAROLD W. TRIBOLET

The Lakeside Press

Annual Report of the Public Archives Commission of the State of Delaware, Fiscal Year July 1, 1951 to June 30, 1952. (Dover, Hall of Records, 1952. Pp. 65, illus.)

Annual Report of the Historical Commission of South Carolina, 1951-1952. (Columbia, State Budget and Control Board, 1952 [?]. Pp. 22.)

Each of these reports presents a very interesting and concise statement of accomplishments during the period covered, with the necessary fiscal explanations. It is patent that good reports measure accomplishments against failures of expectation or of responsibility. Both of these reports are strong in this respect.

It is interesting to note that in both Delaware and South Carolina there is a keen awareness that State records are big business and that there is a considerable dollar savings to be made in their proper management. In the case of Delaware a records examiner has been appointed, who presumably will hereafter devote his full time to surveying State records, in order to recommend practices that will prevent the creation of unnecessary records and expedite the disposal of useless ones, thereby realizing for the State an annual cash dividend.

It appears that both States are plagued with lack of space and lack of adequate staff (a perennial problem in the field of archival economy); South Carolina has a special problem in its need for expanding and revising the basic legislation controlling the preservation of the record resources of the State. Experience has indicated all too often that the legislative effort required to solve this complex problem is generally devoted to other activities and will only be directed to the matter of records, indispensable or otherwise, as a sideline when business is not so brisk.

Both reports are very well presented and both leave the impression that the

authors appreciate their responsibilities and the problems of definition and promotion that are inherent in their chosen field of endeavor.

LEO L. GERALD

National Archives

Biennial Report, 1951-1952, of the Public Records Commission to the General Assembly of the State of Vermont. ([Montpelier?, 1952.] Pp. 28.)

In a State where records date to colonial times and where no program for centralized preservation existed for at least 140 years, the 1951-52 report of the Vermont Public Records Commission to the general assembly must have been greeted with considerable satisfaction. Although the staff is small and has changed frequently, the director presents an imposing picture of accomplishments achieved under difficult conditions. Included is a detailed accounting of microfilm now available; a list of destruction requests and the action taken by the commission; the law establishing the commission, whose membership includes the secretary of state, the state librarian, and the president and custodian of the Vermont Historical Society; and the operating budget. The budget will amaze many who would not believe that for so small a sum so much work could be accomplished.

Of general interest is the account of the proposed addition to the Supreme Court building. This will provide stack space for the State library and the historical society and greatly increase the quarters of the Public Records Commission, which now performs its many functions in one very crowded room. The plans include sizable vaults on three levels for permanent archives; storage space for semiactive material; a room for public consultation of records; space for repairing, preserving, fumigating, cleaning, and photographing; and ample work space. Clear reproduction of the plans enhances the text. It is hoped that the general assembly has provided the funds for this needed addition.

MILDRED P. MCKAY

New Hampshire State Library

Calendar of Maryland State Papers, Number 4; The Red Books, Part 2. [Maryland Hall of Records Commission Publication No. 8.] (Annapolis, 1953. Pp. x, 331. \$3.)

Readers of the *American Archivist* are already familiar with the so-called "Rainbow Series" of the Maryland State archives preserved in the Hall of Records at Annapolis. The first volume in the printed calendar of the papers comprising this series was issued in 1943. It, as well as each of the succeeding volumes down to the present number, has been reviewed in these pages. The present volume is published as part two of the calendar covering the Red Books segment of the Rainbow Series. Francis L. Berkeley, Jr., in reviewing part one in the July 1951 issue of the *American Archivist*, discussed the history of the series and described the nature of its colorful components. Very little need be added to his remarks.

Part two was prepared by the same industrious collaborators who produced

the preceding volume, namely, Gust Skordas, Roger Thomas, and Mrs. Cary T. Peebles, all members of the Hall of Records staff. It covers volumes 11 through 20 of the series of 33 volumes, bound as 50, which, by virtue of their binding, comprise the Red Books segment of the Rainbow Series. The documents listed in the calendar are almost without exception military in character. They extend over a period from 1766 to 1822 but are most heavily concentrated in the years 1776 and 1777. Part three, to be published later, will complete the calendar.

The calendaring procedures naturally follow the recommendations set forth by Morris Radoff, the Archivist of Maryland, in his "Practical Guide to Calendaring" published in the April and July 1948 issues of this magazine. The compilers, however, have decided not to supply the first names of any figures of national importance in part two, thus broadening considerably the policy that governed the preparation of part one. Part two differs from part one also in that it does not supply the State name identifications for well-known cities or bodies of water and in that the lists of names within individual items are alphabetically arranged unless such an order might jeopardize an important historical relationship.

Calendars similar to these issued by the Hall of Records are rarely encountered in this day and time. Archivists and curators of manuscripts shy away from their production, fearing the cost and, I suspect, the sheer tediousness of the work. Yet neither of these obstacles should be regarded as insurmountable if the characteristics of the material that is being handled demand this type of finding medium. A calendar was certainly the most sensible solution to the archival problems posed by the Rainbow Series; Mr. Radoff and his staff have conscientiously and capably filled the need.

JOHN MELVILLE JENNINGS

Virginia Historical Society

The Colonial Records of South Carolina; the Journal of the Commons House of Assembly May 18, 1741 — July 10, 1742, edited by J. H. Easterby. (Columbia, Historical Commission of South Carolina, 1953. Pp. x, 620, index. \$12.50.)

It is good news that the Historical Commission of South Carolina is printing the journals of the Commons House of Assembly as the first phase of its new and extensive program of publication. The volume reviewed here is the third of the new series; the two previous ones contain the journals for the years 1736-39 and 1739-41.

In view of the fact that the British Empire was then at war with Spain, the journal for 1741-42 is considerably although by no means exclusively concerned with military matters. There is included, for instance, the full text of a long report by a committee appointed to look into the causes of the failure of the joint expedition with Georgia against St. Augustine in 1740. This report includes appendixes and takes up over 160 pages. On the other hand, the commons house considered other matters, such as the distribution of funds and

supplies to the sufferers in the Charleston fire, negotiations with the Indians, and measures against slave uprisings. It also took steps to encourage new settlements in the province, to build roads and establish ferries, and to make creeks and rivers navigable. The scholar will find here more in the way of source material than he might ordinarily expect. In many cases the texts of reports, memorials, and petitions are given in full.

The various and very difficult problems involved in editing and publishing historical documents make responsible criticism far from easy. Doubtless for what he considers good reasons, the editor, like many others, has left this volume virtually free of annotation. It is not easy to disagree with the contention that the object of publication is to make historical material available rather than to annotate it. Nevertheless, the general historian of the colonial period would certainly be greatly aided in his use of such a volume by a reasonable amount of annotation as well as by a more generous introduction.

The index has been compiled with obvious care and system. It includes names, places, and subjects and is preceded by a full explanatory note on its method. Space limitations, acknowledged by the editor, have produced many main entries with a large number of page references unaccompanied by modifications. For example, in the case of William Bull, Sr., the Lieutenant Governor, there are over 50 references without modification. To save the scholar real trouble, it might be possible in future volumes to employ modifications in this and other individually important cases without adding greatly to the length of the whole index.

In connection with the index the editor may also want to consider employing general subject heads more frequently. On occasion these are lacking when clearly desirable. For instance, a report of the committee on "the State and Condition of the Artillery and Warlike Stores" is listed under Reports (where few would look for it) but not under artillery, warlike stores, fortifications, or any other general subject head that could be discovered. The historian approaching the volume with some broad problem would be greatly aided by heads of this sort.

The volume is attractively brought out. It is pleasantly bound in linen cloth and is of large size (11" x 7½"). The paper has a 25 percent rag content and the type is 11½-point Caslon Oldstyle. This durable paper and large and most readable type face are very great assets indeed.

This is, of course, a most valuable historical publication. It makes available not only a basic source for the history of one of the oldest States of the Union but also a substantial source for general colonial history.

EDWARD A. HOYT

State Papers of Vermont

Archivalia Mexicana, by Manuel Carrera Stampa. [Universidad Nacional Autónoma de México, Publicaciones del Instituto de Historia, Primera Serie, Número 27.] (Mexico, Editorial Jus, S. A., 1952. Pp. xvii, 276. \$12.mex.)

Archivalia Mexicana is a brief introductory survey and guide to records in the numerous archives scattered throughout the United Mexican States. Sr.

Carrera Stampa has compiled a small volume which reveals the rich patrimony in archivalia of his native land. In fact this is a type of reference work which should be prepared for each of the Latin American countries.

Part one is devoted to general considerations. The great number of the existing archives, the neglect which they have suffered, and the extensive losses of records which have occurred are indicated. The importance of the archivalia for the history of the country and the need for the development of archivology are emphasized. There is also a brief statement regarding the several types of archivalia, which include general or national, state, notarial, municipal, ecclesiastic and other types.

Part two contains a fairly full account of the archives and their archivalia in 31 institutions in Mexico City. These include the Archivo General de la Nación and other archives of the executive power, those of the Federal District, of the judiciary, of the legislative power, of the Archbishopric of Mexico, and of the National Autonomous University of Mexico. The description of each archive gives its location and hours of service, as well as some data on its history and the condition of the records. Then in each case there is a somewhat complete indication of the dates, the classes and the importance of the archivalia in the depository. The available finding media are indicated and citations are given for publications and articles dealing with the archives.

In part three there is a more summary listing of the many archives in the several states of the Republic, with descriptions in some cases. These archives include state, municipal, notarial, ecclesiastical, and other types. The fuller statements refer to archives which the author has visited or about which there are descriptive articles in print. For most states there is also a list of towns which are presumed to have interesting and valuable collections of archivalia.

The appendixes comprise the Regulations of the General Archive of the Nation (1946), the Regulations of the General Notarial Archive of the Federal District (1947), and the Regulations of the Public State Archive of Campeche (1941). There are also a bibliography of manuscripts and of printed books and articles dealing with the Mexican archives and an excellent index. The volume is dedicated to the memory of José Toribio Medina, the great Chilean bibliographer. Sr. Carrera Stampa has made an important contribution to Latin American archivology.

ROSCOE R. HILL

Washington, D. C.

A List of the Records of the Parish of St. Marylebone (1683-1900) in the Town Hall and of Records Relating to St. Marylebone (1726-1935) in St. Marylebone Public Library. ([London], Metropolitan Borough of St. Marylebone, 1952. Pp. 25. Processed.)

This modest unbound publication, an important addition to the growing literature on British archives, is a carefully annotated list of records relating to St. Marylebone in the custody of the town clerk and the borough librarian. Most of the 849 volumes in the town hall were produced by the vestry be-

tween 1729 and 1900, after which the vestry was succeeded by the modern borough council. Groups of special interest are the rate books (246 vols.), which contain the names of the taxpayers and the rates and purposes of the local taxes they paid; and the records of the turnpike trustees, charged with the responsibility for the improvement and maintenance of major highways in the eighteenth century (40 vols.). The 261 volumes (plus a few bundles and odd pieces) on deposit at St. Marylebone's public library are quite miscellaneous, although most are of the public record variety. Included are the records of the St. Marylebone charity school for girls, 1750-1932; of the justices of the St. Marylebone division of the County of Middlesex and London, 1822-1935; and of the Royal Botanic Society of London, 1838-1931.

ROBERT E. BURKE

Bancroft Library

Hand-List of Additions to the Collection of English Manuscripts in the John Rylands Library, 1937-1951, by F. Taylor. [Reprinted from the *Bulletin* of the John Rylands Library, vol. 34, no. 1, September 1951.] (Manchester, John Rylands Library, Manchester University Press, 1951. Pp. 50. 2s. 6d.)

The John Rylands Library of Manchester, England, has in its 50 years of existence gathered together fine collections of books and manuscripts in wide fields for research.

Founded in 1899 by the widow of the businessman John Rylands as a memorial to her husband, it was in the beginning intended primarily as a working library for theological students, in line with the late Mr. Rylands' main intellectual interests. The acquisition of the famous Althorp collection of Elizabethan, Latin, and Greek items greatly extended its scope, until it inevitably became a primary source for the history of printing as well as for the study of humanism and the textual study and exegesis of the Biblical texts. The acquisition in 1901 of a famous collection of manuscripts from the Bibliotheca Lindesiana, containing many Latin manuscripts and featuring sumptuous examples of Persian and Arabic calligraphy and Chinese graphic art prompted further collection of such materials, as well as the building of an equivalent body of Western manuscripts (*cf.* H. B. Charlton, "The Jubilee of the John Rylands Library," *John Rylands Library Bulletin*, 32:147-156, March 1950).

As this part of the library grew, its keepers undertook to compile lists of these manuscripts. In 1911 was published the *Catalogue of the Greek Papyri* and in 1921 the *Catalogue of the Latin Manuscripts*.

The first catalog of the English manuscripts, which became the largest group of this part of the library, was prepared in 1928 by Moses Tyson, the then keeper of Western manuscripts. Entitled *Hand-List of the Collection of English Manuscripts . . . 1928*, it was followed in 1935 by the *Hand-List of Additions . . . 1928-35*, and in 1937 by the *Supplementary Hand-List of Western Manuscripts, 1937*. The present list is the fourth.

This list well illustrates what has come to be the character of the English

manuscripts collection. A number of the 250 acquisitions here described supplement materials already in the library, such as the Indian and East India Co. records (nos. 926-935) to be found in the Melville papers and the Pitt papers; and volumes of records of the Moravian Church (nos. 1054-1087), including transcripts from the Herrnhut and British archives, proceedings of church conferences, and much biographical information.

Several large groups of correspondence introduce new topics for research, such as the Hibbert-Ware papers (nos. 989-1038), of which many relate to Dr. Samuel Hibbert-Ware, the geologist and antiquary, and many to the life of the Hibbert-Ware family of Lancashire in the eighteenth and nineteenth centuries. Another is the Wedgwood correspondence (nos. 1101-1110), from which a study could be made of the private and business life of that illustrious family. The consular correspondence of Viscount Mount-Stuart at the Court of Turin (nos. 1145-1148) covers a critical and interesting period from 1776 to 1783. The Nicholson papers (nos. 1041-1053) include many business letters from American firms to James Nicholson, a nineteenth century Liverpool merchant, as well as much family correspondence. The Stanley correspondence (nos. 1092-1095) includes boyhood letters of the famous Dean Stanley and much correspondence of Edward Lyulph Stanley, educator and social reformer, one of whose correspondents was the American author, Sarah Anne Ellis Dorsey.

The trend toward local history is strongly evidenced in this list, in which appear a number of collections relating to the neighboring county of Chester, though Lancashire is not neglected. The Nicholls manuscripts (nos. 916-925) consist of notes of the Cheshire antiquary William Nicholls, who died in 1809, and provide a wealth of genealogical and armorial data. In the H. Hulme local history papers (nos. 971-985) are to be found pedigrees, poll books, and miscellaneous materials relating to districts of Cheshire. Individual accessions of commonplace books, rent books, account books, parish registers, estate books, leasehold books, and the like add to the richness of local history data.

Of literary and religious manuscripts such as were predominant in earlier lists a few have been added; for example the 14 letters and manuscripts of Fanny Burney's family, an eighteenth century theatrical calendar, a volume of sermons delivered by the Puritan divine William Benn, and various diaries and journals.

In the arrangement of the list Mr. Taylor has followed the general plan of his predecessor, giving for each collection described a statement of its size and the dates covered, together with a more or less detailed statement of subject matter and nearly always a statement of former ownership. Those of us plagued by the mysterious origins of our own collections find this highly commendable. The index includes references to all personal and place names, to a few titles, and to the names of religious denominations, but to comparatively few subjects. There are, however, such form entries as: Account books, Diaries and journals, Genealogies, Medical papers, and Sermons, which in some cases can serve as subject references.

On the whole this volume and the three earlier ones constitute an excellent guide to the Rylands manuscripts, a tool of which its makers can be proud and of which scholars, archivists, and librarians will make good use.

DOROTHY V. MARTIN

Burton Historical Collection
Detroit Public Library

Lists of the Records of the Court of Arches, Deposited for Temporary Safe Keeping in the Bodleian Library in 1941, by M. D. Slatter. (Oxford[?], December 1951. Pp. iii, 26. Processed.)

The title of this little descriptive records inventory fairly well suggests its contents. The work of M. D. Slatter, sometime archivist to the Leicester Museum, it covers the surviving records of the Court of Arches. The records described extend, with a few exceptions, from 1660 to 1913. These exceptions include one act book, 1635-36; three sentence books, 1560-61, 1622-23, and 1639-40; and seven muniment books, 1565-1662.

The introductory pages of the inventory contain a brief history of the Court of Arches, which functioned primarily as a court of appeal for the lower ecclesiastical courts of the province of Canterbury and took its name from the arched roof of St. Mary-le-Bow Church in London, where the Dean of Arches presided over the courts under his jurisdiction. The table of contents gives the descriptive title of each list, including act books; acts of court; assignation books; sentences; decrees; commissions; appeals; process books; libels, articles, allegations, and interrogatories; answers; depositions; muniment books; original exhibits; papers exhibited; nineteenth-century cause papers (numbered); nineteenth- and twentieth-century cause papers (unnumbered); nineteenth-century administrative papers; bills of costs; bonds; miscellaneous books relating to proctors; miscellaneous papers relating to proctors; commissions for the admission of advocates and proctors; and records of other courts. Each list is prefaced by a description of the category of record covered and some information as to the arrangement and physical condition of the documents; then follows a numbered list of the books or bundles of documents, with the covering dates of each.

The records described in these lists document a significant part of the history of the administration of justice in England. Researchers in that field will surely welcome Miss Slatter's work. The archival profession will recognize it as evidence of one more conquest of official neglect.

RAYMOND P. FLYNN

National Archives

The Archives of York Diocesan Registry; Their Provenance and History, by J. S. Purvis. [St. Anthony's Hall, *Publications*, no. 2.] (London, Academic Development Committee, York Civic Trust, St. Anthony's Press, 1952. Pp. 16. 2s. 8 d.)

This is the second of two booklets (two more are announced) bearing wit-

ness to the important work being done in rehabilitating local archival collections and in making them accessible to scholars by the St. Anthony's Hall scheme, supported by the munificence of the Pilgrim Trust. Diocesan registries, because of the peculiar legal position of the registrars and the private nature of the documents in their possession, have been notoriously conservative in discouraging a wide use of their treasures by competent persons. In recent years the diocesan registry at York has reversed this policy. "It is the purpose of these pages to forward this new policy, by giving some account of these Registry archives, their nature, their value to the student in historical research, their history in the past, and the uses to which it is proposed that they shall be put in the future."

Following his purpose, the author includes sections on a general account of the archives, their provenance and history, the arrangement of the general index now being compiled, and a description of the archives. The third and fourth sections of the booklet are the most detailed and useful. Some indication of the contents of this exceptionally rich collection may be gathered from a listing of the 10 main groups: archbishops' registers (51 vols. from 1214, complete from 1265 to 1878); convocation records (175 parcels from 1534); terrier and tithe awards (324 bundles from 1600); benefice papers (525 bundles, 5,852 pieces, 50 vols., and 119 boxes from 1515 to 1942, the majority being post-Reformation); peculiars (from 1661 to 1852); visitation books and papers (424 books and bundles from 1563); books and papers of courts and causes (358 vols. and 177 bundles, now boxed, containing 12,893 files from 1302 to 1875); parish register transcripts (200,000); marriage licences (300,000); and miscellaneous records, including precedent books and papers (172 books and bundles from 1389 to 1560). The principles of the filing system are explained in analyzing the contents of the 10 main groups.

This is a useful booklet, clearly written. In order to appreciate the significance of the collection it describes, it should be read in conjunction with C. R. Cheney's *English Bishops' Chanceries, 1100-1250* (Manchester University Press, 1950).

G. P. CUTTINO

Emory University

Indian Historical Records Commission Proceedings, vol. 26, pts. 1 and 2 (1949); vol. 28, pt. 1 (1951). (New Delhi, Government of India Press, 1950, 1952. Pp. 105, 35; iii, 282.)

These volumes of proceedings of the annual meetings of the commission at Cuttack in 1949 and Jaipur in 1951 continue to reflect the progress both in collecting and in making available for study materials on modern Indian history. Foreign archivists and scholars will be especially interested in the efforts made to preserve the records of the former princely states, to seek out significant manuscripts in private hands in India, and to microfilm for the National Archives of India materials relevant to India in foreign archives.

The records of the former Viceroy's Political Department, supplemented

by the archives of the political residents at the numerous princely and "agency" capitals, most of which have been assembled in New Delhi, probably represent the greatest opportunity for research on India's nineteenth-century history. It is to be hoped that the work of cataloging and arranging these materials will be completed in the near future. The great bulk of these records are intact, but some were destroyed, and many post-1880 confidential files were moved to the office of the United Kingdom High Commission at the time of partition. Of almost equal interest are the archives of the various princes whose states have been merged either into new princely "unions" or into the adjacent provinces (now all states within the new Republic of India). The commission's efforts to preserve these records *in situ* and have them properly cared for and made available for study have in large part been successful. In some cases, records of the smaller states will be brought together at some appropriate spot, e.g. Patiala. Records already well housed and cared for, as at Bhopal and Alwar, will not be moved.

Both volumes contain detailed reports of the search for private documents of historical interest. Because of the ravages of damp and insects, such searches are likely to be disappointing in India. Nevertheless, many interesting collections have been brought to public notice, especially some relating chiefly to the Mogul period. Of particular interest are finds in Berar of Persian manuscripts of the seventeenth century in the family papers of Raja Udaram; Modi and Marathi manuscripts of Bhawani Kalu, Dewan of the Bhonslas of Nagpur; and Persian manuscripts of Rajarm Pant Walke, Dewan of the Nizam. Mention should also be made of the family records of the Nawabs of Murshidabad and of the Jagat Seth family in Bengal.

These reports also bear witness to the modernization of the Indian Archives establishment in Delhi, which is now well equipped for the preservation and photographic reproduction of records. Approximately 200 rolls of microfilm from London and 100 from the French and Dutch archives are now available for use by Indian students, who need no longer make the journey to Europe to consult such records. This program of acquisition of records not available in the original in Delhi will continue. It is only regrettable that the National Archives in Delhi is not being used more and that the progress of the well-conceived publication program cannot be faster. Archivists and scholars interested in what is being done in this field should follow not only these annual reports of the commission but also the periodical *Indian Archives*.

HOLDEN FURBER

University of Pennsylvania

A Guide to the India Office Library, by S. C. Sutton. (London, Commonwealth Relations Office, Her Majesty's Stationery Office, 1952. Pp. iv, 62, illus., appendixes, index. 3s. 6d.; cloth, 6s. 6d.)

This valuable little publication will be useful to any Indologist or prospective student of Indic studies who plans to use the vast resources of the India Office library. It will also be useful as a guide to India Office publications,

particularly catalogs descriptive of India Office library holdings, which are available in other libraries. Mr. Sutton has carefully organized this *Guide* to include historical sketches of the development of the India Office library as a whole and of each section and subsection of the library's holdings. These he lists as (1) Printed Books, with subsections entitled European printed books and Oriental printed books, (2) Manuscripts, including European and Oriental manuscripts, (3) Drawings — European and Oriental, (4) Photographs, and (5) Miscellaneous Properties, including gramophone records, coins, lantern slides, textile samples, epigraphical material, and reading exhibits.

Of primary interest to any who plan to use the India Office library in the near future is the information contained in this *Guide* pertaining to the reorganization and modernization since 1936 of the library's cataloging system involving not only the ultimate replacement of the old "Green Catalogue" descriptive of the library's European printed books with a new card catalog, but also the publication of a number of new printed catalogs descriptive of various sections of the printed books and the manuscripts. At the date of publication of the *Guide* (1952), the new card catalog of printed books in European languages was one-third complete. A subject catalog in which subjects will be listed in alphabetical order — i.e. *Abbasid*, *Abhidhamma-pitaka*, *Ahor Expedition*, and so forth — is in preparation and, when printed, will provide scholars with entries for all books, pamphlets, scrapbook cuttings, and official publications in the India Office library. It will further contain an appendix listing official and nonofficial serial publications and an alphabetical author index. A new exhaustive catalog of the library's Sanskrit and Prakrit printed books is also in preparation with a volume covering entries alphabetically listed under the letters *A* to *G* already printed. The second volume, *H* to *K*, is now in the press. This catalog will be completed in two additional volumes.

The *Guide* is even more detailed in its descriptions of European and Oriental manuscripts than in its printed book section. Besides enumerating existing and contemplated catalogs of the several subsections of manuscripts, it provides brief descriptions of the chief collections in the library's possession, such as the Francis manuscripts of Sir Philip Francis, the Stein collection of Sanskrit birchbark manuscripts from Kashmir, and the Hodgson collection of Tibetan manuscripts in 320 volumes, including the *Tanjur* and *Kanjur* and many more.

A copy of the library rules is useful, and appendixes listing the chief collections of manuscripts and the principal publications of the library including prices possess value. In criticism, one wonders why the author chose to use *Tippoo* instead of *Tipu* and *Deccan* instead of *Dekkan*, while in virtually all other Asiatic names — i.e., *Mughal* rather than *Moghul* — he chose to use the orthography of the language concerned.

ELMER H. CUTTS

Northeastern University

Government of Northern Ireland, Public Record Office. *Report of the Deputy Keeper of the Records for the Years 1949 & 1950*. (Belfast, Her Majesty's Stationery Office, [1952]. Pp. 266. 6s. 6d.)

This report records the further attempts on the part of the Public Record Office to build up its research collections on Ireland either in original or reproduced form. Three sources are being exploited: the Public Record Office in London, private and local collections in Northern Ireland, and official government records.

The Deputy Keeper of Records indicates that he is faced with the two perennial problems of archival institutions, space and budget. He foresees the need either of providing some other means for storing records of marginal research value or of instituting a disposal program. Because of high costs of printing the complete index of documents is no longer attempted.

Detailed descriptions are provided for five collections recently accessioned. Covering for the most part the seventeenth and eighteenth centuries, these records provide extensive data on historical, social, economic, political, and local aspects of Irish history. The major part of the *Report* is devoted to a name index of documents dated before 1800 and accessioned from 1945 to 1948. A few subjects and place names are included, but for the most part the index will be of greatest use to the genealogist or family historian.

HOMER L. CALKIN

U. S. Department of State

Guía de los Archivos de Madrid, with an introduction by Francisco Sintes y Obrador. (Madrid, Ministerio de Educación Nacional, Dirección General de Archivos y Bibliotecas, 1952. Pp. x, 592.)

According to Francisco Sintes y Obrador, Director General of Archives and Libraries of Spain, this volume is a "census of documentary materials," by which he means to say that it is a brief survey of the archives of Madrid. It is in fact the first step in an extensive program of the Dirección, designed to produce a complete description and inventory of all the archives of Spain. The volume includes the archives of the governmental offices in Madrid and those of the ecclesiastical authorities and private philanthropic societies. It does not include archives of private individuals, especially of the nobility, nor the municipal and ecclesiastical archives of the province of Madrid.

The governmental archives are listed in groups corresponding to the Cortes, the superior administration, and the various ministries. Under each of these headings the descriptions of the archives found in the different offices are given. Each entry comprises three sections: a general statement, a history, and a statement on the organization and classification of the documents and occasionally a bibliography of materials about the archive and a section entitled conservation and cataloging. The general statement gives the location and purpose of the archive; the hours when it is open; and whether the documents may be consulted and the regulations governing their use. Often the name of the person in charge is indicated and whether he belongs to the archival corps.

The section on history presents the salient features of the life of the archive. That on organization and classification of the documents is usually the most extensive, although the length varies greatly in the various entries. In each case, however, it affords a satisfactory brief description of the types and classes of records found in the archives. The descriptions of the ecclesiastical and other archives follow the general pattern indicated above, although the information is much more sketchy in character.

The reports on the archives were prepared by different individuals, usually members of the staff of the archives but occasionally other persons designated by the Dirección General. The index gives the name or names of those who drafted each entry. The volume was published in time for distribution at the First Ibero-American Congress of Archives, Libraries and Copyright, which was held in Madrid in October 1952. The *Guía* is a most useful introduction to the many archives of Madrid.

ROSCOE R. HILL

Washington, D. C.

Arkiv- och Biblioteksfilming; Betänkande Avgivet av 1949 års Sakkuniga Rörande Arkiv- och Biblioteksfilming. [Statens Offentliga Utredningar 1951: 36. Ecklesiastikdepartementet.] (Uppsala, Appelbergs Boktryckeri, 1951. Pp. 113, 1, supp., biblio.)

This volume is the official report of a committee of five experts authorized by the Swedish Parliament and appointed in 1949 by the head of the Ecklesiastikdepartement to investigate the possibility of the systematic employment of microfilming in Swedish archival institutions and libraries. The present Royal Archivist, his predecessor, Professor Bäckström of the Kungl Tekniska Högskola, a State commissioner, and the librarian of Uppsala University constitute the committee.

The directive from the Ecklesiastikdepartement, which recommended the appointment of the investigative committee and served as its working guide, prefaces the report. It points to the four problems that plague all custodians of research material — preservation, protection, space, and availability to searchers — and to the fact that in the United States microfilming has become the foremost aid in solving them. It then indicates the specific phases of problems to be considered in the investigation.

In an introductory section, "Historical and Present Considerations," the committee reviews experiences to date with types of cameras, reading machines, and sizes and kinds of film (including film strips and microcards), and surveys the current application of microphotography at home and abroad. Since the United States has had the greatest practical experience, a large portion of this section is devoted to the projects that have been undertaken in this country. A consideration of the technical, administrative, and legal problems involved concludes this introductory part.

The members of the committee next present their understanding of what

can be accomplished in Sweden through microfilming. Here consideration is given to specific records that it would be desirable to photograph.

The conclusion reached as a result of this very thorough study is that "modern film technique has a great task [mission] to fill in archival and library administration" by (1) making books, archives, and manuscripts more readily available; (2) lessening the difficulties of extra-urban loans; (3) supplementing the measures now used to preserve valuable collections from destruction through disintegration or catastrophe; (4) enriching research collections more inexpensively; and (5) saving space and administrative expense. Accordingly, a 4-year work program is suggested, and recommendations and estimated requirements (fiscal and other) for its execution are presented. It is emphasized that the recommendations are considered of the "utmost urgency" because of the international situation, and hope is expressed that the matter can be decided in the 1952 session of Parliament so that work may begin as soon as possible.

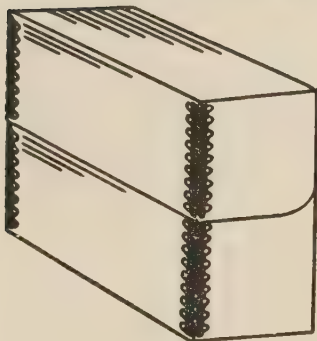
Appended is a separate study by Professor Bäckström on the question of the permanence of photographic archives (pp. 75-108), with a related bibliography (pp. 109-[114]), in which the author has succeeded admirably in "collecting in concentrated form the most important experiences" on the subject.

It seems likely that this careful, painstaking, and very competent study will render service far beyond that originally intended. It should not only enable Sweden to undertake its program with confidence but also contribute valuable factual information and a helpful approach to long-range planning anywhere a large-scale microfilm program is contemplated. No similarly comprehensive study has been undertaken previously. The survey of the technical questions involved and the practical experience gained to date will be of particular interest to technicians and administrators everywhere. In the United States these sections of the report will doubtless be of greatest interest.

MATILDA H. ELIASON

Corning, N. Y.

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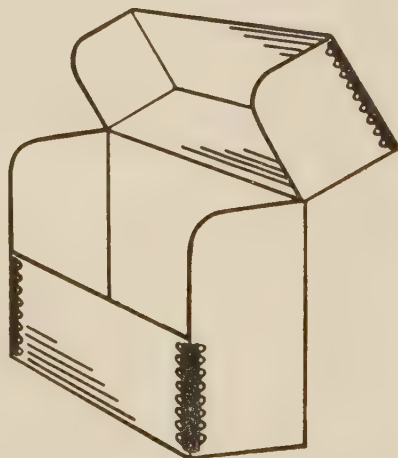
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News Notes

MARY C. LETHBRIDGE, Editor

Assisted by ROY HART, *National Archives*

United States Information Agency

SOCIETY OF AMERICAN ARCHIVISTS

The Society of American Archivists will hold its annual joint luncheon session with the American Historical Association at the association's meeting in Chicago in December. Wayne C. Grover, Archivist of the United States, will read a paper entitled "The National Archives at Age 20." William D. McCain, Director of the Mississippi State Department of Archives and History, will preside at the session.

Guy A. Lee, who was designated as one of the representatives of the Society at the Second International Congress on Archives, was unable to attend. William J. Van Schreeven, the other representative of the Society, did attend, however, and introduced certain resolutions on its behalf that are printed elsewhere in this issue.

NATIONAL ARCHIVES AND RECORDS SERVICE

Finding aids recently issued by the National Archives include preliminary inventories of the records of selected Foreign Service posts and of the Bureau of Pensions, the Office of War Information, the Federal Writers' Project, the Court of Claims, the Senate Committee Investigating the Disposal of Surplus Property, 1945-48, the Senate Committee to Investigate Petroleum Resources, 1944-46, and the Senate Committee on Atomic Energy. A special list of photographs made by the Office of War Information at the United Nations Conference on International Organization at San Francisco, 1945, was also published. A limited number of copies of these publications are available on request.

Recent acquisitions of manuscript materials by the Franklin D. Roosevelt Library include the personal working papers of William H. McReynolds for the period 1939-45, when he was administrative assistant to the President; personal papers of Frederic A. Delano and other members of the Delano family; certain Democratic National Committee files, chiefly for the campaign of 1944; additional correspondence of Mrs. Franklin D. Roosevelt, 1949-52; and the personal correspondence of Henry Morgenthau, Jr., 1932-45. The Morgenthau materials may be used only on the authorization of Mr. Morgenthau. The photographic holdings of the library were enriched by the accession of more than 2,000 photographs from the files of the Democratic National Committee for the period 1932-45.

LIBRARY OF CONGRESS

The second volume of the projected five-volume *Catalogue of the Library of Thomas Jefferson*, compiled by E. Millicent Sowerby, has been published by the Library. The first volume appeared in 1952, and the last three are nearing completion. Volume five will be primarily an index to the other four volumes.

Lt. Gen. Ira Clarence Eaker, United States Air Force, Ret., has presented his personal papers to the Library of Congress as a gift to the Nation. The materials, which weigh about a ton, comprise correspondence, reports, photographs, and other items relating to the General's 30-year career as a distinguished leader in military aviation. Aside from their own historical value, the Eaker papers complement, and thereby enhance the value of, other aeronautical manuscripts in the Library. These other collections include those of the Wright brothers and Generals Spatz, William (Billy) Mitchell, Frank M. Andrews, Hugh J. Knerr, Frank S. Lahm, and Henry (Hap) Arnold.

The National Committee on Atomic Information has given to the Library its files, 1945-48. Through the cooperation of various American organizations the committee in a little more than 3 years spent approximately \$225,000 in its program to promote understanding of the implications of atomic energy.

AGRICULTURAL HISTORY SOCIETY

The Agricultural History Society has announced the establishment of two annual awards of \$50 each in memory of E. E. Edwards, to be given to authors of articles appearing in *Agricultural History*. One award will be given to a student, the other to a more advanced scholar. Mr. Edwards was a founding member of the society, active in its membership throughout his life, and a charter member of the Society of American Archivists.

AMERICAN HISTORICAL ASSOCIATION

Boyd Carlisle Shafer has been selected to succeed Guy Stanton Ford as executive secretary of the association and editor of the *American Historical Review*. Dr. Shafer has been professor of history and head of the department at Stout Institute, lecturer at Columbia University, expert employed by the Finance Committee of the United States Senate, captain in the Army Air Forces, member of the staff of the Historical Division of the War Department, and professor of history at the University of Arkansas. He has held a Fulbright research fellowship, is the author of a number of articles in historical journals in this country and in France, and is about to publish a book entitled "Nationalism; Myth and Reality."

THE MANUSCRIPT SOCIETY

As was noted in our last issue, the National Society of Autograph Collectors has become the Manuscript Society. With the Summer 1953 number (vol. 5,

no. 4) the former *Autograph Collectors' Journal* became *Manuscripts*. Colton Storm of the University of Michigan was elected president of the society at its sixth annual meeting; David C. Mearns, Nathaniel E. Stein, and Robert W. Waite, Jr., vice-presidents; and Richard Maass, secretary-treasurer. The society has released its *Manuscript Collectors Directory*, which is now available at \$2 to members, \$4 to nonmembers, from the secretary, Mr. Maass, at 285 Madison Avenue, New York City.

NATIONAL RECORDS MANAGEMENT COUNCIL

Robert A. Shiff was recently appointed executive vice president of the National Records Management Council. The council has been reorganized to facilitate an expansion of its research and professional consulting service, and Mr. Shiff will direct the expanded activities. At the same time the resignation of Emmett J. Leahy, former president and member of the board of directors, was announced.

PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY

The Commission on History of the Pan American Institute of Geography and History has issued the first three of a number of publications in its "Program for American History," a project financed by the Rockefeller Foundation to make better known to Americans the history of the Americas. These first three publications are working papers prepared for discussion at the commission's meeting in Havana in January 1953. By 1955 the commission expects to produce a number of volumes presenting a comprehensive view of the history of the New World from aboriginal times to the present.

SECOND INTERNATIONAL CONGRESS ON ARCHIVES¹

The International Council on Archives, founded in 1948 largely through American effort, sponsored its Second International Congress on Archives at The Hague during the week June 14-21, 1953. Sunday, June 14, was given over to committee meetings. The Standing Committee on the Constitution recommended four minor but administratively desirable changes in the language of the constitution, which subsequently were adopted. The Editorial Board of *Archivum* spent most of its time over the selection of a new editor to succeed M. André Artonne who had asked (on very short notice) to be relieved for reasons of health. The board (Sir Hilary Jenkinson, Dr. D. P. M. Graswinckel, and Dr. L. K. Born) unanimously chose M. Pierre Marot, professor at the École des Chartes, who has accepted the responsibilities. The chairmen of two professional committees (Microphotography, Accessibility of Archives) which had been established by action taken at the First Congress at Paris in 1950 had not formed their committees. The remaining two committees (Pro-

¹ Contributed by Lester K. Born, Secretary General, International Council on Archives.

tection of Archives in Time of War, Bibliographic Activities) met to put in final form their report of activities conducted entirely by correspondence.

Monday, June 15, was given over to the annual meeting of the Executive Board in the morning, and the regular business meeting of the Constituent Assembly in the afternoon. Upon the recommendation of its Committee on Admission to Membership, the board elected 27 applicants. The total membership of the ICA now is 188, and it is drawn from 11 associations, 29 national institutions, 44 other institutions, and 104 individuals from 37 countries. The Finance Committee approved the accounts and the budget of the treasurer, and recommended increased rates of dues (which would include subscriptions to *Archivum*) for all categories of members. The new rates, which were endorsed by the Executive Board and established by the Constituent Assembly, effective from January 1, 1954, are as follows: associations — 75 Swiss francs (vice 30 S frcs); national institutions — 75 S frcs (vice 30); other institutions — 25 S frcs (vice 15); individuals — 15 S frcs (vice 5).

The Constituent Assembly met without a break from 3:15 to 7:45. It elected as president, Jonkheer Dr. D. P. M. Graswinckel, Director General of the Archives of the Netherlands; as vice presidents, Dr. Ingvar Andersson, Director General of the Archives of Sweden, and Dr. William K. Lamb, Dominion Archivist, Canada; as members of the Executive Board, Mr. D. Evans (UK), Count Riccardo Filangieri (Italy), and Dr. Wayne C. Grover (USA). The new Executive Board subsequently reelected the only two officers eligible for reelection: M. Guy Duboscq (France) as treasurer, and Dr. Lester K. Born (USA) as secretary general. The assembly likewise approved the constitution of a joint committee composed of three representatives each from the ICA, the FID, and IFLA as a medium for united action before such bodies as Unesco; set the date and place of the Third Congress in 1956 at Florence, Italy; heard and accepted reports of officers and committees; and dealt with similar routine but essential items. It approved the Executive Board's referral to the appropriate committees of the suggestions presented by Dr. Philip C. Brooks, former president of the SAA, as interventions offered by an individual member under provision of par. 13 of the constitution, and it accepted enthusiastically the five resolutions offered by the SAA through its one delegate present, Mr. William Van Schreeven. These resolutions, printed below, were referred to the Executive Board for action. No others were introduced.

The new Executive Board, which met, as required, immediately after the close of the congress on June 19, endorsed in the name of the ICA the report offered by the ad hoc committee established by the assembly to consider the questions relative to large-scale microfilm operations laid before it by Unesco. (The committee report is printed below.) The new board also accepted the referrals made by the congress, which has no independent authority; namely, that the ICA establish a committee to consider the preparation of a glossary (English, French, German, Italian, Dutch) of archival terms and that (on the basis of Dr. Grover's proposal) the ICA establish minimum standards of security for international loans of archives.

RESOLUTIONS ADOPTED

Whereas archival professional periodicals are the index to the activities of archivists and of archival administrations; and

Whereas the archival profession is unprovided with international bibliographical tools which list and assess these periodicals; and

Whereas, therefore, access to information on the existence, nature and state of activity of archival professional periodicals is not readily gained;

Therefore, be it resolved, by the Constituent Assembly of the International Council on Archives, that the editor of *Archivum* be instructed to include in the next available volume of *Archivum* an article on the archival professional periodicals of the world.

Whereas the modern profession of archivist and of archival administration is something more than 150 years old; and

Whereas an extensive body of laws, doctrines, and general professional literature has developed in many countries; and

Whereas one of the basic objectives of the International Council on Archives is "to advance all aspects of the professional administration of archives by providing greater opportunities for the exchange of all ideas and information on problems concerning archives;"

Therefore be it resolved, by the International Council on Archives, meeting in the Second International Congress of Archivists at The Hague, June 1953, That the ICA study the feasibility of compiling a selected, annotated, universal bibliography on archival administration; and

Be it further resolved, That this study be referred to the Committee on Bibliographic Activities, or to such other committee as the Executive Board may decide, that the Committee report its interim findings to the Executive Board, and that the Executive Board be authorized to take such action in implementation of the recommendations as it considers practical.

Whereas the records of international government sponsored conferences and the records of non-governmental international conferences sponsored by non-continuing bodies are most likely to be left in the country host to the conference and hence, in the aggregate, to be scattered over much of the world; and

Whereas the permanent historical value of these collections makes them important for administration or for research; and

Whereas information on these records is nowhere available in a centralized location or in a published guide;

Therefore be it resolved, by the Constituent Assembly of the International Council on Archives meeting in the Second International Congress of Archivists at The Hague in June 1953, That the ICA study the feasibility of compiling a universal guide of such international records, and that in implementation of this resolution the Executive Board be directed to refer the matter to an appropriate committee and to take such other action as may in its judgment be most appropriate.

Whereas the assistance given to researchers who come to an archival agency and the responses to inquiries for information which can be supplied only after research on the part of the staff are especially important elements in the extension of the usefulness of archives on a national and an international level; and

Whereas the practice of charging fees for this reference service is general but widely diverse in detail; and

Whereas the international handbooks which contain information on this essential point are approximately twenty years out of date;

Therefore be it resolved, by the Constituent Assembly of the ICA, That the Executive Board be instructed to have compiled the data on fees for research and reference services in the archives of the world, and that it further be instructed to cause the compiled information to be published in *Archivum*, or otherwise as considered most possible and advantageous, at the earliest practical date.

Whereas the International Council on Archives has convened two international congresses of archivists at which general reports have made available to persons throughout the world résumés of facts and of practices in many countries on topics of universal interest and of major professional significance; and

Whereas the presentation of such general reports makes necessary plenary sessions which impose limits of time and space; and

Whereas, albeit the well spring for such general reports has not yet been exhausted, there are significant topics of worldwide concern not necessarily of universal individual professional interest which merit discussion;

Therefore be it resolved, by this Constituent Assembly of the International Council on Archives, That the organizing committee of the Third International Congress of Archivists be instructed to give thought to the planning of sectional meetings and to the presentation of major papers which are not necessarily general reports.

REPORT OF THE AD HOC COMMITTEE ON MICROFILMS

The International Council on Archives, meeting at the Second International Congress on Archives, took notice of the resolution of the General Conference of Unesco at its September session, asking the advice of competent international organizations on the questions raised by the Italian delegation concerning the reproduction of documents preserved in libraries and archives. The council named a committee composed of Messrs. Bolsée (Belgium), Born (United States), François (France), Hayes (Eire), and Sir Hilary Jenkinson (United Kingdom), chairman. The committee held a meeting on June 18, 1953.

The members of the committee recognized unanimously that the greatest possible degree of microfilming of manuscripts and documents should be authorized, in order to foster the diffusion of culture and to promote fruitful cultural exchanges among the nations of the world. The members found themselves in accord on the following proposals, which in their opinion represent at this time the best means of gaining the desired end.

1. The actual state of the technique does not permit the expectation that an international agreement, or even bilateral agreements between governments, can be successfully concluded at present.
2. On the other hand, bilateral agreements between archival institutions of different countries are possible and have already been put in practice with success.
3. These agreements ought to be concluded solely for the purpose of aiding scientific research, and to that end the price of microfilms should be established and maintained as low as possible. All possible precautions should also be taken to prevent any commercial exploitation of the microfilms produced as a result of such agreements.
4. In order to increase the number of agreements of this sort and to aid in general the development of good relations among archival establishments, the committee proposes that a copy of any agreement be deposited with the secretary of the International Council on Archives, who will endeavor to establish an information service for the members in their particular fields.

FOREIGN NEWS

Denmark

Svend Waendelin, the Archivist of the Danish Emigrant Archives, visited the National Archives of the United States July 8 to 10. Founded 4 years ago, the Danish Emigrant Archives is devoted exclusively to the collection of archives and published materials relating to the achievements of emigrants to all parts of the world. Through generous gifts and contributions of funds, the Archives is now housed in the manor house of Sohngaardsholm, Aalborg, and

offers sleeping accommodations for researchers who may wish to stay at the Archives for some time.

East Germany

According to word received at the Library of Congress, the Government of the German Democratic Republic on April 2 issued stringent regulations concerning the export of books, manuscripts, and works of art. The new order provides that exports of cultural works will be permitted only when there will be no loss to the national art possessions or learning. Autographs; single and first editions of works of domestic and foreign writers, poets, composers, and scholars; medieval manuscripts and incunabula; important recent learned manuscripts; all bibliophilic editions; and libraries left by outstanding artists or scholars and separate pieces from such libraries are specifically protected.

Federation of Malaya

C. Northcote Parkinson, professor of history at the University of Malaya, has discovered that insects are doing serious damage to records in Malaya. He has urged the Malayan Government to establish at once a National Archives to preserve and service the important documents before they are damaged beyond possibility of repair.

Great Britain

Employment opportunities in the Public Record Office in London were recently noted in the *Times*. Applicants for the position of assistant keeper must be between the ages of 22 and 26 (veterans excepted), must possess a good knowledge of Latin and French, and must have a First or Second-Class Honours Degree in classics, law, or history. The starting salary is £440.

The fifth York summer school of archives and historical research was held at St. John's College, York, August 8 through 22. The Rev. J. S. Purvis, director of the Borthwick Institute of Historical Research, was director of the summer school, and Sir Hilary Jenkinson, Deputy Keeper of the Records, was among the lecturers. Emphasis was directed toward York as an ancient city, the archival depositories in York, buildings of unusual architectural interest, and the reading and interpretation of medieval manuscripts.

Haiti

At the Second International Congress on Archives held at the Hague, June 16-21, the Republic of Haiti requested that a search be made in archives and libraries of the world for the original document of the Haitian *Acte de l'Indépendance*. It also asked to be informed about any important documents in European and American archives that relate to Haiti. The Republic will celebrate the 150th anniversary of its independence in January 1954.

Mauritius

The Colony of Mauritius has instituted a program to publish important archives relating to the history of Mauritius. The second publication under this program, to be issued in the near future, will be devoted to early relations

between Mauritius and the United States. Consular correspondence, a calendar of American ships calling at Mauritius between 1786 and 1810, and a history of early United States-Mauritius relations written by A. Toussaint, Chief Archivist, will be included in the volume.

ALABAMA

Marie Bankhead Owen, director of the Department of Archives and History for the past 33 years, has announced her intention of resigning in 1955. Although Mrs. Owen, 84, has not recently attended the annual meetings of the Society of American Archivists, she is well known to many of our members.

CALIFORNIA

The Bancroft Library has obtained microfilm copies of the hitherto secret archives of the German Foreign Ministry for the Bismarck era. The archives, among the captured German records now in England, were microfilmed with the cooperation of British, French, and American officials in London. About 900 volumes have been filmed.

Among recent accessions of the library are diaries of William B. Lake, a Bay area businessman, covering the years 1853-99; the Henry M. Yerlington papers; an 1849 diary of Tipton Lindsey; and the papers of Robert Walker Kenney, who before retiring in 1946 served in many major posts in California, including that of attorney general.

DELAWARE

The Annual Report of the Public Archives Commission of the State of Delaware for the fiscal year 1951-52 (reviewed in this issue of the *American Archivist*), is now being distributed. Other recent publications of the commission are *Approved List of Writing Materials*, noted in our last issue, and accessions lists for the last several quarters.

DISTRICT OF COLUMBIA

The records of the earliest nationwide Catholic organization, the National Catholic War Council, are being preserved at the Department of Archives and Manuscripts of the Catholic University of America. The transfer of the old files of the council, covering especially the years 1917-21, from the warehouse of its successor organization, the National Catholic Welfare Conference, to the university was recently completed. In these papers are to be found the most complete evidence of American Catholic participation in World War I: the parish listings of servicemen, brought together from every diocese in the country by the historical records bureau of the war council and put on 3,000 feet of microfilm; 100 feet of original records of the work of Catholic guest houses and community houses at home and abroad; papers documenting the wartime efforts of schools and other organizations; and records of employment and social service agencies that carried on various types of postwar reconstruction

work. The preservation of these war records at the university was decided on by the administrative committee of the National Catholic War Council as early as 1918.

MARYLAND

The general assembly in its 1953 session passed an act (Chapter 436, Acts of 1953) giving the Hall of Records Commission the duty of supervising the records management activities of all Maryland State agencies. The commission further was given power to review all requests for records equipment and services. A staff of three has been set up as a division of the Hall of Records to implement the law.

Work has begun on Hall of Records *Publication* No. 10. This volume, the *Calendar of Maryland State Papers No. 4; The Red Books, Part 3*, will conclude the *Rainbow* series calendars, a project begun in 1941.

MASSACHUSETTS

For a number of years the Baker Library of Harvard University's Graduate School of Business Administration has been collecting material issued by or relating to the Harvard business school. This collection, known by the class mark "Archives," is administered as a part of the manuscript division. It has now grown large enough to warrant the listing of certain sections and, with the approaching fiftieth anniversary of the business school, publications by and about the Baker Library were selected for listing in the 18-page *Archives Bibliography* No. 1, issued in June by the business school. The first part of the bibliography lists publications by the library concerning its acquisitions, bibliographies, and classification schemes; guides to the library as a whole; guides to those departments of the library which issue their own guides; and finally guides to special collections. The second part of the booklet is devoted to comment on the library as a whole, on classification schemes, and on special collections. Included in the special collections about which comment has been published are the many deposited in the library by the Business Historical Society. Titles that may be obtained from the library are indicated.

MICHIGAN

The Ford Motor Company Archives at Fair Lane, the former home of Henry Ford, was formally dedicated on May 7, 1952, in simple yet impressive ceremonies. Representatives from many archival institutions, libraries, and museums were in attendance. Wayne C. Grover, Archivist of the United States, was the guest speaker, and his address has been printed by the Ford Motor Company Archives. Copies of it and other publications issued on the occasion of the dedication, several of which are reviewed in this issue of the *American Archivist*, may be obtained by writing to Henry E. Edmunds at Fair Lane, Dearborn, Mich.

On June 29 and 30 a statewide museum conference was held at Mackinac

Island under the auspices of the Historical Society of Michigan. Among the speakers were Fred L. Rath, Jr., director of the National Trust for Historic Preservation, and Arthur Stenius of Wayne University, who spoke on visual education and the museum.

"A Short List of Select Subject Headings" (*Service Manual* No. 6) has been prepared by Philip Mason of the Michigan Historical Collections, University of Michigan, for the use of catalogers of small manuscript collections. It may be obtained by writing the Michigan Historical Commission, Lansing 13, Mich.

Howard H. Peckham, director of the Indiana Historical Bureau, has been named director of the William L. Clements Library of Americana at the University of Michigan, effective September 1, 1953. Mr. Peckham assumes the post left vacant by the death on January 4, 1951, of Randolph B. Adams, who had been director since the library opened in 1923.

MINNESOTA

The Minnesota State Archives Commission has authorized the transfer of certain noncurrent warrants or checks from the State auditor's vaults in the capitol to the State Archives now located in the Minnesota Historical Society Building. Warrants for miscellaneous expenses and for education from approximately 1849 through June 30, 1928, will be received and serviced by the State Archives staff. Among the earlier warrants are letters, notes, and other manuscript material from public officials. State bonus warrants for Spanish American and World War I veterans of Minnesota will be included in the transfer. Attached to each warrant is the serviceman's military record, giving dates of birth, entrance into military service, and discharge. These records are used for a variety of purposes including veterans' service disability and other claims.

NEW MEXICO

Miss J. Vivian Hedgcock, head librarian, New Mexico Highlands University, Las Vegas, has announced the appointment of William S. Wallace to fill the new post of assistant librarian and archivist. A consulting archivist in the business and institutional fields, Mr. Wallace is the author of the recently published biography, *Antoine Robidoux, 1794-1860; a Biography of a Western Adventurer*.

NEW YORK

The Rev. John-Marie Cassese has been assigned as archivist of the Franciscan Province of the Immaculate Conception. He will work at the Provincial Curia, 147 Thompson Street, New York City.

Dean Albertson, assistant director of the oral history research office at Columbia University, has been interviewing former Government officials in Washington during the past year, recording their views for the archives of the university. Conceived by Allan Nevins several years ago, the project was started

in 1948 and more than 300 men and women have been interviewed since that time. Their tape-recorded remarks are transcribed, and the manuscript pages are put into locked steel boxes in the university's archives, not to be opened until at least 5 years after the commentator's death. It is believed that the project will overcome the difficulties of future historians in finding records of contemporary history in this age of the telephone call. The interviews take the place of the diaries and long letters that are available for the study of American history up to the twentieth century.

NORTH CAROLINA

The general assembly in 1953 made available for the State Department of Archives and History \$152,718 for 1953-54 and \$151,474 for 1954-55, as compared to \$106,264 for the fiscal year just completed. In addition it voted a 10 percent salary increase for State employees (with a few exceptions), retroactive to July 1, 1952. The increased appropriation provides for one additional employee in the Hall of History, four in the Division of Archives and Manuscripts, and one in the director's office. A bill to authorize a bond issue of \$1,596,095 for a new archives and history building failed to pass, but it is hoped that the necessary funds will be appropriated in the future.

Among other actions of the assembly was the establishment of a Historic Sites Commission to screen requests for State aid in historic restoration and preservation. The director of the State Department of Archives and History is *ex officio* secretary of this commission.

OKLAHOMA

Gaston Litton, archivist of the University of Oklahoma, was invited to assist in training the staff and in other matters relating to the new library building in Curitiba, capital of the State of Paraná, Brazil. Mr. Litton is familiar with the Latin American library scene, having worked in several Latin American countries, including Mexico and Nicaragua.

OREGON

A fumigation chamber for the joint use of the Oregon State Archives and the Oregon State penitentiary has been completed at the latter institution. It takes one truck load of records, measures 8 by 6 feet, with an 8-foot ceiling, and was constructed by prison labor. The chamber is designed so that gases which are heavier than air may be used for archival purposes; and gases lighter than air may be used for the purposes of the penitentiary. Initial fumigations began in June, with notable success.

The 1953 Oregon State legislature has amplified the State records destruction law. The State Board of Control may now grant continuing authorizations for the disposition of State records. Such authorizations are subject to periodic review by the State auditor and the State Archivist, who may recommend to the board changes in authorizations, should these appear desirable.

PENNSYLVANIA

A checklist of the Jane Addams papers at Swarthmore College has been completed and may be had on request addressed to the Curator, Swarthmore College Peace Collection, Swarthmore, Pa. The papers comprise records of Miss Addams' background and activities. Besides her correspondence, books, pamphlets, and speeches, they include family records, pictures, clippings, reference material, and books from her library. They occupy 115 document cases on 75 linear feet of shelf space.

TENNESSEE

Tennessee's new State Library and Archives Building was formally opened on June 17 in the presence of leading citizens of Tennessee, the Archivist of the United States, the Librarian of Congress, and other distinguished guests. Dedicated as a "lasting memorial to the citizens of Tennessee who served in World War II," this \$2,500,000 structure is designed to house the State's library services, its archives, and its historical agencies.

Preliminary plans for the building were submitted in 1950 and the building contract was let in 1951. All the working areas of the structure are designed for efficient use and provided with the most modern facilities. The archives search room has a seating capacity of 22 and includes 2 small offices to be used by visiting scholars. The library reading room has a seating capacity of 80. The restoration laboratory has a Barrow Laminator No. 12, and the photographic laboratory will be equipped with the most modern microfilm and photostat facilities available. Books and records are kept under ideal temperature and humidity by the latest in air-conditioning equipment.

The archives division of the State Library and Archives is under the direction of Robert T. Quarles, Jr. Other permanent members of the staff include William T. Alderson, assistant archivist, Robert Sharp, archives assistant, and James Pike, in charge of the restoration laboratory.

TEXAS

At the fifty-seventh annual meeting of the Texas Historical Association, held in Austin April 24-25, Vito Alessio Robler discussed "Important Contributions of United States Historians to the History of Mexico," and Lewis Hanke spoke on "Materials for Research on Texas History in European Archives and Libraries."

VIRGINIA

The Institute of Early American History and Culture has issued its announcement of annual grants-in-aid of research to scholars working in the field of American history prior to 1815. As in the past the grants are made in conjunction with the publication program of the institute. The institute has also announced the opening of the second annual competition for the \$500 book prize for books published during 1953 on any phase of American history prior to 1815. Winner of the first award was David J. Mays for his work *Edmund*

Pendleton, 1721-1803; a Biography (Harvard University Press, 1952). Requests for information concerning either the grants or the book prize should be addressed to the Director, Institute of Early American History and Culture, P. O. Box 1298, Williamsburg, Va.

Among the recent accessions to the Alderman Library at the University of Virginia are letters of Thomas Jefferson and Albert Gallatin and several miscellaneous items relating to Walter Reed and Camp Lazear. Additional memoranda sent to the library from England by curator of manuscripts Francis L. Berkley, Jr., and mimeographed for distribution to interested persons are:

Transportation of the Poor to Virginia, 1631. 1 p.

Berkshire Record Office. Virginia, 1617. 1 p.

Blair-Locke-Nicholson Letters. Consideration of Virginia Affairs, 1697-1699. 1 p.

Capture of Blackbeard the Pirate or Virginia *versus* North Carolina, 1718. 2 p.

DEATHS

The Society of American Archivists lost an old friend with the death of Herbert E. Bolton on January 30. Professor Bolton was an early member of the society, and although not a member during recent years, his interest in archival work remained constant. His own research in the Mexican archives nearly 50 years ago was a pioneer effort and demonstrated the importance of foreign archives to historians in the United States.

Adelaide Hasse died in Washington in July at the age of 84. Perhaps the best known work of this bibliographer and specialist in public documents was her organization of the records of the War Industries Board, 1919-21, and her monumental *Index of Economic Material in Documents of the States of the United States*. She did research work for several temporary Government agencies during and after World War I and became bibliographer to the Institute of Economics in Washington in 1923. From 1933 to 1936 she was a member of the faculty of George Washington University, and until last year she was a consultant in the compiling and indexing of United States documents.

Margaret B. Choppin, records administration officer of the United States Treasury Department, died in Washington in July at the age of 53. She had been a Treasury employee for nearly 17 years, and she compiled the Department's records administration manual. Active in records circles in Washington, she will be greatly missed by her Federal colleagues.

MISCELLANEOUS

Of interest to archivists and librarians is the opinion of W. E. Higman, United States Customs Bureau, who wrote to the director of libraries at the University of Kansas as follows:

... it is the opinion of the Bureau that microfilms may be entered free of duty under paragraph 1631, Tariff Act of 1930, as photographs, if imported . . . by an institution or society established or incorporated solely for educational, literary, philosophical, religious or scientific purposes or for the encouragement of the fine arts, by a public or State library, or by a school, for its own use or for the encouragement of the fine arts, and not for sale, upon compliance with the applicable regulations.

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